

**Calvary Christian School**  
**2025 – 2026**  
**Student and Parent Handbook**



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Motto: **Teaching the Whole Child the Whole Truth**  
Scripture: **Ephesians 6:10-20**  
Colors: **Green and Black**

**CALVARY CHRISTIAN SCHOOL**

*A Ministry of Calvary Baptist Church*

7556 Old Moon Road • Columbus, Georgia 31909

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**\*\*In order to protect the safety of students and provide needed clarification, Calvary Christian School retains the right to amend this handbook and its policies at any point during the school year.**

# KNIGHTS CODE

## LIVE PURE! SPEAK TRUE! RIGHT WRONG! FOLLOW THE KING!

-Robert Noland, *The Knight's Code*

## CALVARY CHRISTIAN SCHOOL MISSION STATEMENT

Calvary Christian School exists to encourage students to accept Jesus Christ as Savior and Lord, develop a Biblical worldview, attain their individual academic excellence, and fulfill their God-given responsibilities in the home, church, and community.

## ROMANS ROAD

- **Everyone needs Salvation.**  
"For all have sinned and fall short of the glory of God." (Romans 3:23)
- **Jesus Died for Our Salvation.**  
"But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us. (Romans 5:8)
- **Salvation is a Gift.**  
"The wages of sin is death, but the gift of God is eternal life in Christ Jesus." (Romans 6:23)
- **We are Saved by Grace.**  
"And if by grace, then it is no longer of works; otherwise grace is no longer grace." (Romans 11:6)
- **Salvation Comes through Faith.**  
"To Him who...believes on Him who justifies the ungodly, his faith is accounted for righteousness." (Romans 4:5)
- **God Saves All who Call Upon Him.**  
"Whoever calls on the Lord shall be saved." (Romans 10:13)

## CALVARY CHRISTIAN SCHOOL CORE VALUES

- Calvary Christian School is a service-based ministry that recognizes families as clients and works to meet their needs. (Genesis 1:26-27, Exodus 20:12, Ephesians 5:20-33, Proverbs 22:6).
- Calvary Christian School exists to lead students to seek, know, love and serve Jesus Christ. (John 21:15-17, Romans 10:9-10, Ephesians 2:8-22, Hebrews 2:1-3).
- The culture of Calvary Christian School results in the development of the whole child as is evidenced in their lives as Christian leaders. (Luke 6:31, John 3:30, II Timothy 2:15).
- Unique in the Calvary Christian School experience is a high standard of academic excellence, resulting in the opportunity for each student to reach his/her fullest potential. (Ephesians 4:11-16, Colossians 2:3 & 3:23).
- Calvary Christian School is committed to recruiting and retaining competent teachers and to their continuing personal and professional development. (James 3:1, Titus 2:7-8, Luke 6:40, Ecclesiastes 12:9-10).
- Calvary Christian School fosters the building of relationships that result in effective communication and ongoing accountability. (Galatians 6:1-5, James 5:16, Proverbs 27:17).
- Calvary Christian School will develop Godly leaders who adopt the relevance of a Christian worldview, whose faith and work are inseparable, and who engage in their culture and change it. (I Peter 4:11, Romans 12:1-2).

## STATEMENT OF FAITH

### ABOUT GOD

God is the creator and ruler of the universe. He has eternally existed in three personalities, Father, the Son,

and the Holy Spirit. These three are co-equal and are one God.

## **ABOUT JESUS CHRIST**

Jesus is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings, and Lord of Lords.

## **ABOUT THE HOLY SPIRIT**

The Holy Spirit is co-equal with the Father and the Son. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every Christian a spiritual gift(s), and as Christians we seek to live under His control.

## **ABOUT THE BIBLE**

The Bible is God's word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme truth without any mixture of error.

## **ABOUT HUMAN BEINGS**

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This separates people from God.

## **ABOUT SALVATION**

Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer to forgive us can anyone be saved.

## **ABOUT ETERNAL SECURITY**

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved you cannot "lose" your salvation. Salvation is both given and maintained by grace.

## **ABOUT ETERNITY**

People were created to exist forever. We will either exist eternally separated from God by sin, or with Him through His forgiveness and salvation. We will be either eternally in heaven or hell.

# **PHILOSOPHY OF EDUCATION**

## **PHILOSOPHY (Ephesians 6:10-20)**

- Statement of Faith
- The Statement of Faith of Calvary Christian School is the same as the Statement of Faith of Calvary Baptist Church. This statement is contained in the "Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000.
- Mission Statement
- Calvary Christian School exists to encourage students to: accept Christ as Savior and Lord; develop a Biblical worldview; attain their individual academic excellence, and fulfill their God-given responsibilities in home, church, and community.
- School Motto
- *Teaching the whole child the whole Truth.*
- The Source of Truth
- The purposes of Calvary Christian School include giving each student an opportunity to come to know God through Christ, giving each student guidance into a positive Christian philosophy of

life, and giving each student full opportunity and the necessary resources to develop to his or her full potential spiritually, academically, socially, and physically. Calvary Christian School seeks to provide a disciplined campus lifestyle and a stimulating curriculum that leads to a commitment to Biblical moral and spiritual values.

As ultimate reality and truth, God sets the standard by which all value judgments are to be made. He has revealed Himself and His will most clearly through His Son and His Word, therefore Christ and the Bible must be Central to every legitimate subject or activity in life. This means that the Biblical viewpoint should permeate the entire school program, including curriculum, curricular activities, athletics, business, and the interpersonal relationships of all who are associated with the school. (Hebrews 1:1-2; II Timothy 3:16-17; Isaiah 55:8-9)

The primary source of truth for man is the Bible. In teaching truth about any subject, it is necessary to teach in conformity with the Word of God. (John 17:17; I Corinthians 2:9-16) In making curriculum and other policy decisions, it is necessary to look to the Scriptures for specific guidance and for controlling principles and guidelines. (Psalm 119:130)

The general truth discernible in the world around us must be mediated to us and interpreted for us by the truths of Scripture. The Bible is not to be interpreted according to our worldly learning; on the contrary, all worldly learning must be interpreted according to Scriptural truth. (II Peter 1:20-21)

Likewise, the wonderful truths which we may experience in our personal relationship with God must also be understood in the light of written Scripture. The meaning of the Bible is never to be interpreted according to our experience; our experience must be interpreted according to what the Bible says. (Psalm 119:105)

Scripture teaches clearly that the omission of Biblical truth from the foundational fabric of education for the young is disobedience to God's command. (Deuteronomy 6:6-7)

- God gives primary rights and responsibilities in the education of children to parents

The Bible teaches that God ordained three human institutions; the home, the government, and the church. The only one of these which is given life training responsibility for children is the home. In establishing an educational ministry through its school, Calvary Baptist Church does not relieve parents of their responsibilities nor presume upon their rights. Educators derive their legitimate authority over children from the parents, not from civil government. (Ephesians 6:1-4)

The church's educational ministry answers only to God and to parents for educational programs and curricular materials. In ministering a Christian education to children on behalf of the parents, educators may choose to join with other educators so engaged for mutual learning and encouragement. At the same time, each educational institution must be free from outside control to pursue educational aims on behalf of its parents by whatever methods it finds Biblically sound and educationally effective

Biblical assumptions underlie all curriculum content and control the curriculum in all subject areas.

- Assumptions regarding the world

The Bible teaches, and common observation confirms, that we live in a world and universe that are the result of design and creation and that have order, meaning, and purpose. (Genesis 1; Psalm 19:1-6)

The social studies reflect the operation of God's social, personal, and moral laws. History shows God's dealing with the nations of the world; geography reveals His handiwork and man's relation to it, etc. (Daniel 2:20-23; Acts 17:22-29)

The use of language reflects the fact that God designed man to be a responsibly verbalizing creature, which would send and receive meaningful messages in verbal form. God gave His

primary unchanging message to mankind in the form of a book. Reading skills provide an opportunity to read and understand God's Word. (Hebrews 1:1-2; Ecclesiastes 12:9-11; I Corinthians 14:15, 16, 18)

Mathematics gives a glimpse of God's orderliness and absolute truth. It is an additional and beautiful language by which man understands and communicates important aspects of the world and universe. (Psalm 19:1-6; Isaiah 40:12)

Science is the study of God's creation. It is the study of a world and universe of order, meaning and purpose which operate according to design by reliable and generally discernible laws. (Genesis 1-2; Job 38:31-33)

- Assumptions regarding man

Man is created in the image of God for the purpose of managing God's earth on God's behalf according to God's laws. Man is not merely an animal. (Genesis 1:22-28)

Man's behavior can be understood only by those who accept the Biblical truth that, while made in God's own image, he has fallen into sin and selfishness. A human race created with divine potential, aspiration, and needs, but living on a petty, selfish plane with constantly conflicting motivations and desires can be understood only in the light of Biblical truth. (Romans 3:23)

- Assumptions regarding man's need and potential for fulfillment

For man to be what he was created to be, he must acknowledge his sinful state and accept God's precious gift of salvation through Christ. The only way that a human being's existence can have meaning in the fullest sense is to accept forgiveness of sins through the sacrifice of Christ and to let God the Holy Spirit control his life in obedience to God's Word and Will. The purpose for human existence is not fully explained by economic needs, pleasure fulfillment, or "search for freedom", but by its relation to spiritual needs and values. These needs cannot be met and these values cannot be realized outside of Christ. (Romans 10:9-10; I Corinthians 10:31; John 17:3; Psalm 8:4-8)

## OBJECTIVES

- Spiritual and Moral Growth

- To present Jesus Christ as the only solution to the sin problem so that the student has the opportunity to trust Him.
- To teach the Bible as the inspired Word of God while familiarizing the student with its content and basic doctrine so that he is encouraged to consistently think with divine viewpoint and do God's will.
- To help the student develop for himself a Christian worldview by integrating life and studies with the Bible.
- To impart an understanding of each Christian's place in the church and its worldwide task of witness, evangelism and discipleship and to stimulate the student's involvement in this task.
- To encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.

- Personal and Social Development

- To help the student develop his personality based on a proper understanding and acceptance of himself as a unique individual created in the image of God.

- To teach the student to treat everyone with love and respect since they too, are made in God's image.
- To promote an understanding of time as a God-given commodity and the individual responsibility for effective use of time.
- To promote physical fitness, good health habits, and wise use of the body as the temple of God.
- To impart the Biblical attitudes toward material things and to encourage individual responsibility of using them for God's glory.
- To show a realistic and Biblical view of life and work, and to provide skills for personal relationships and future endeavors.
- To develop both good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring homes.
- To make the student a contributing member of his society, realizing his dependence on others and their dependence on him and the need to serve them.
- Academic Growth
  - To promote high academic standards within the potential of the individual as uniquely created by God while being sensitive to special needs and learning styles.
  - To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening and mathematics.
  - To teach and encourage the use of good study habits.
  - To teach the student how to do independent research and to reason logically.
  - To motivate the student to pursue independent study in areas of personal interest.
  - To develop creative and critical thinking and proper use of Biblical criteria for evaluation.
  - To promote good citizenship through developing the understanding and appreciation of our Christian and American heritage of responsible freedom, human dignity and acceptance of authority.
  - To discuss current affairs in all fields and relate them to God's plan for man.
  - To produce an understanding and appreciation for God's world, an awareness of man's role in his environment and his God-given responsibilities to use and preserve it properly.
  - To engender an appreciation of the fine arts through the development of the student's understanding and personal expression.
- Responsibility of the School to the Home
  - To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
  - To help the parents understand the school's purpose and program.
  - To assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.

- To encourage regular attendance and involvement in the local church.

## **POLICY ON MARRIAGE, GENDER AND SEXUALITY**

The membership of Calvary Baptist Church and her ministries look only to Scripture as our authority on the issues of marriage, gender and sexuality. The term “marriage” has only one meaning: a covenant between one man and one woman, in a single exclusive union, by which their status changes from two individuals to one flesh as God joins them together (Genesis 2:15-25). This covenant creates a new family such that their lifelong primary human loyalty is now to one another before anyone else. It is an earthly covenant between one man and one woman that God created and sanctioned to represent the unbreakable heavenly covenant between Christ and His Church, therefore intended not to be broken by anything but death (Ephesians 5:21-33). From Genesis to Revelation, the authority of Scripture witnesses to the nature of biblical marriage as uniquely bound to the complementarity of man and woman (1 Corinthians 7:2-5). The Lord Jesus Himself said that marriage was created by God from the beginning, so no human institution has the authority to redefine marriage (Matthew 19:3-12).

Scripture teaches that personhood begins in the womb (Psalm 139:13-16). We also believe that He creates gender in the womb (Genesis 1:26-17). At the point of birth, God has wonderfully and immutably created each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one’s biological gender is a rejection of the image of God within that person.

God created sex as a gift to be enjoyed within the covenant of marriage (Hebrews 13:4). We believe that God intends sexual expression to occur only between a man and a woman who are married to each other (Matthew 5:27-32). We believe that God has commanded that no intimate sexual activity be engaged in outside of this marriage covenant (Romans 1:21-28; 1 Timothy 1:10). We, the membership of Calvary Baptist Church, believe that the exercise of sexual expression outside the biblical definition of marriage in any manner is contradictory to God’s design for sexuality and marriage (1 Corinthians 6:9-11).

The membership of Calvary Baptist Church covenant with one another to adhere to this policy. Likewise, it is the preference and intent that all Calvary Ministries implement this policy within each organization insofar as it is applicable within the confines of codes, laws and regulations of each corporation. The Pastor is the final interpreter of this statement and implementation of it.

## **TEACHER PROFILE**

The school shall recruit, hire, train, and retain faculty who:

- Are Christian servant-leaders of boys and girls as they mature to young men and women.
- Engage in teaching that touches lives forever by being a Godly role model to students, colleagues, church, and community.
- Constantly seek to improve his or her level of excellence as a Christian educator.
- Have the ability to assist each student in fulfilling his or her God-given potential.
- Are professionally credentialed and qualified to teach the subjects and students assigned.
- Are effective communicators to parents as well as their students.
- Present a scholarly, nurturing, and mentoring focus in and outside the classroom, on campus and off.
- Adopt personal, professional standards for high performance as an example for students to follow
- Live a life of evangelism and service to others.
- Focus on the student’s long-term development as framed in the graduate profile as the goal.
- Are loyal to the school, to the families it serves, and to their local church.
- Carefully measure and consider evangelism and service to others, the effects of actions, words, and discipline on each student, and before acting.
- Always answers the key question: “Does this benefit the Christian education of our students?”

## THE STUDENT PROFILE

For a student to be enrolled and stay enrolled, they must:

- Pass entrance screening.
- Willing to work with our DS Director, if they need academic assistance.
- Be someone who is teachable and exhibits a love for learning.
- Be well recommended from a youth pastor, Sunday school teacher, or other mentor.
- Be able to afford the tuition or have applied for financial aid with the admissions office.
- Have read and accept our philosophy.
- Have a history of adding value to the classroom and community.
- Be someone whose actions reveal genuine Christian character.
- Be loyal to the school, the families it serves, and a local church

## THE GRADUATE PROFILE

The school shall place all of its emphasis on the outstanding preparation of its students thereby graduating young men and women who:

- Know, love, and serve Jesus Christ.
- Have a superior academic preparation for any further education they choose.
- Are teachable and exhibit a love for learning.
- Are well-read.
- Effectively communicate, both verbally and in writing, and persuasively present their point of view.
- Can think critically, work on teams cooperatively, and solve problems.
- Experience and foster understanding of the diversity of the human race and are prepared for a life of evangelism by reflecting the grace and truth of Christ to all people.
- Commit to a life of loyal servant-leadership in the local church.
- Participate in athletics (interscholastic or intramural) that will equip them with a Christian approach to wellness and who are capable of exhibiting their faith and Christian character in competitive situations.
- Apply Biblical principles in their family, church, and work.
- Develop work ethic, skills, and loyalty that will demonstrate Christians are to be relied on for the integrity of their work and the quality of their thinking.
- Display actions that reveal genuine Christian character.
- Live as disciplined, culturally different men and women, and as Christian leaders who engage their world and change it.

## FACULTY

The key to a successful Christian school is its staff. Calvary Christian School is grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40). Each teacher is dedicated to helping every student reach his/her full potential in an atmosphere of Christian love. Calvary teachers have earned at least a bachelor's degree and have, or are currently seeking, certification through the Association of Christian Schools International (ACSI).

## ADMISSIONS

The following factors will be considered in approving applications for admission to Calvary Christian School: (1) conduct, attitude, school and pastoral references; (2) absence of previous history of alcohol, tobacco, or other drug use, or a record of truancy or expulsion; (3) an unreserved commitment to the standards and policies of Calvary Christian School; (4) promise of academic success as indicated by school grades, achievement tests, and/or entrance exams; (5) a witness of a personal relationship with Jesus Christ.

Please visit our website at [www.CalvaryKnights.com](http://www.CalvaryKnights.com) for admissions procedures.

### Immunization

All students entering school are required by state law to present a certificate of immunization and certification verifying vision, hearing and dental exams to be kept on file in the school office. Georgia State Law now requires students entering 7th grade are **required** to have Tdap (Tetanus, Diphtheria, and Pertussis) and Meningococcal Conjugate (MCV4) **vaccines**.

### **Non-Discriminatory Policy**

Calvary Christian School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## **ACADEMICS**

Calvary Christian School believes in upholding the highest academic standards. The school is accredited by the Southern Association of Colleges and Schools (AdvancED), and the Association of Christian Schools International (ACSI) for grades (K-12). CCS students consistently score well above the national norms on standardized achievement tests.

### **Academic Grading Scale**

A	90-100
B	80-89
C	73-79
D	70-72
F	69 and below

### **Online Grade Access**

Parents and students are encouraged to access student academic progress and grades at any time through the online Family Portal. Student grades are regularly updated by teachers. Grades on ParentsWeb are indications of student progress throughout the grading period and are not the final official grades which are issued at the end of each semester.

### **Honor Roll/Principal's List**

Students earning at least a 'B' average in every subject will be placed on the Honor Roll for each report card. Students earning all A's in every subject will be placed on the Principal's List for each report card.

### **Standardized Testing**

All students in grades 2nd-9th will be given standardized achievement tests covering broad subject-matter categories. Results will be delivered to parents once they are received from the testing center.

### **Student Records Policy**

Calvary Christian School will abide by the following policies and procedures with regard to student records:

- The principal, the administrative assistant, and the high school guidance counselor are responsible for maintaining the cumulative records on each student.
- To secure the student's and the family's right to privacy only designated school personnel, in the fulfillment of their respective duties, may have access to the student records.
- The school will provide access to anyone who is legally responsible for the student (parent, legal guardian, adult student). Access to a student's record may be requested in writing to the division principal.
- The school will release the information contained in a student's record to other parties with the prior written consent of any person who is legally responsible for that student.
- According to the law, the school will release information contained in the student's record to certain federal, state, and local authorities in the performance of their functions and to a court or law enforcement official, upon the issuance of a subpoena or court order.
- The school will release information contained in the student's record to a college or university to which the student has submitted an application.

### **Academic Probation**

A student may be placed on academic probation when serious or regular academic problems arise. This action is intended to support the parents and students in every effort to improve achievement and to correct the academic deficiency. Each division of Calvary Christian School will develop terms, criteria and expectations for student achievement that pertain to a student's academic probation. Failure to meet the expectations of probation may result in dismissal or ineligibility to re-enroll.

Exceptions may be made for students enrolled in the Discovery School program with the recommendation of Administration and the Discovery School Supervisor.

## **CHAPEL**

Chapel at CCS features pastors, staff, students, and guest speakers who are particularly qualified to minister to our students. Through these chapel times, students are encouraged toward spiritual growth, developing a clearer understanding of God's Word, and gaining a broader concept of the Lord's work. Parents are welcome to attend chapel at any time.

## **ATTENDANCE**

The academic curricula and other educational programs at CCS are primarily delivered through carefully planned classroom instruction guided by excellent teachers. Student achievement is best attained through regular engagement and attendance during each class period. For these reasons parents and students should make timely school attendance a top priority by scheduling appointments and family activities at times when school is not in session.

## **ABSENCES**

Student absence from school will be considered excused or unexcused based on the examples listed below. Parents should inform the appropriate school office of a planned absence before the day of the absence. In the case of an unplanned absence a parent should notify the school as early as possible and preferably on the morning of the absence.

### **Excused Absences**

- Student illness or injury (a doctor's note may be required in certain circumstances)
- Death in immediate family
- Professional appointment (doctor, dentist, etc.). It is highly recommended that appointments be scheduled for non-school times (after school hours, during school holidays, etc.)
- Parent-approved absence (up to 5 per semester). Parent approved absences must be communicated to the administration 24 hours ahead of time through email. Parent approved absences cannot be used during final exams week.
- School-sponsored absence (field trip, extra-curricular participation, etc.)
- Approved college visits (up to 2 per year for a junior or senior student)

### **Unexcused Absences**

- Suspension (in-school or out-of-school); refer to Upper School or Lower School handbook for additional information
- Parent-approved absences above 5 per semester
- Truancy (e.g. skipping class, leaving class without permission, failure to return promptly to class)
- Absence without parent explanation or documentation
- Excessive unexcused tardiness (arriving more than 20 minutes late to class)

### **Excessive Absences**

If a student accumulates more than 10 absences (excused and unexcused, excluding school-sponsored absences) per semester in a course, the student should not expect to receive credit for the semester. Excessive absences due to valid extenuating circumstances, will be evaluated by the administration on an individual basis.

## **TARDINESS**

Tardiness disrupts the learning for the student who is late and adversely affects other students in the class. Parents are encouraged to ensure that students arrive at school on time and support school and classroom policies which require student promptness. Each division will develop its own tardiness policies in a manner appropriate to its students and educational program.

### **Checking In and Out**

Students arriving after school has started must check in at the school office prior to going to class. If a student needs to leave school during school hours, a parent must check the student out of school in the school office. All students are to sign out at the school office before leaving the campus. Parents of student drivers (who cannot directly check out the student) must contact the school office to give permission to leave before the student leaves campus. Students returning to campus are to sign in at the school office before going to class.

## **HOSPITAL/HOMEBOUND POLICY**

The hospital/ homebound policy is designed to help any student enrolled at Calvary Christian School who has a medical or mental condition which, by physician's certification, restricts the student's ability to physically attend school for a well-defined period of time.

The policy is designed to help qualified students keep up with the content of the curriculum at home by completing the work assignments independently. Each school division will develop the guidelines and plan for students in need of this program. Parents should contact the appropriate school office to initiate this process. Additional expenses will be the responsibility of the parent.

## OPERATING HOURS

Office Hours:	7:30 a.m. – 4:00 p.m. (Middle School and High School)
	8:00 a.m. – 4:00 p.m. (Elementary)
	8:00 a.m. – 12:30 p.m. (Pre School)
School Hours:	8:00 a.m. – 12:00 p.m. (Preschool)
	8:00 a.m. – 2:30 p.m. (K5-2nd grades)
	8:00 a.m. – 2:45 p.m. (3rd-4th grade)
	8:00 a.m. – 3:00 p.m. (Academy)
	8:00 a.m. – 3:15 p.m. (Middle School and High School)
Summer Office Hours:	8:00 a.m. – 3:00 p.m. (Tuesday, Wednesday and Thursday)

## SEVERE WEATHER CLOSING

Any changes in schedule due to severe weather or unplanned disruptions will be communicated through our Parent Alert System.

## CHURCH/SCHOOL PROPERTY

Desk, chairs, tables, and all real property of Calvary Christian School belongs to Calvary Baptist Church. Students must treat all property inside the church/school building with respect. Students must not lean back in chairs, deface property, or sit on desktops. Students will be responsible for damage to church property whether intentional or accidental. Students will be responsible for all repairs or replacement. Parents must be aware that vandalism cannot be tolerated at Calvary Christian School.

## COMMUNICATION

**Email** – Email to the designated primary account is the official method for communication with parents. Teachers, staff, and administrators can be reached via email by first and last [name@calvaryknights.com](mailto:name@calvaryknights.com) (e.g., John Public's email would be [johnpublic@calvaryknights.com](mailto:johnpublic@calvaryknights.com)). Please always check your SPAM folder, as school email sometimes goes to SPAM.

**Phone** – Teachers and administrators may call a parent on those occasions when dialogue is necessary. A parent may request a phone call for communication requiring dialogue.

**Website** – [www.CalvaryKnights.com](http://www.CalvaryKnights.com) has a vast array of pertinent and timely information that can be accessed 24 hours a day.

**Social Media** – Follow us on Facebook, Instagram and LinkedIn.

**FACTS** – This is student record management in real time. Students and parents alike are able to see classroom grades and attendance. Refer to US/LS handbooks for additional instructions.

**Parent Alert** – Communication will be delivered via SMS, phone or email from school administration to parents regarding information that needs to be provided immediately.

**Parent/Teacher Conferences** – The student, parent, teacher, or administrator may initiate conferences regarding the student's academic progress, behavior or attitude at any time. Parents desiring a conference with the teacher should contact the teacher by email in advance to make an appointment. Conferences should be scheduled before or after school hours. Teachers are unavailable to meet with a parent during class time.

## CONFLICT RESOLUTION

The Scriptures in Matthew 18:15-16 have a clear pattern to follow regarding when one believer sins against another. If a sin problem arises between a parent and teacher, parent and administrator, parent and parent, or student and student, sincere attempts at resolution should be made between the parties directly involved. This should proceed quickly and prayerfully with openness, love, patience, and forgiveness – in a manner which is positive, mature and glorifying to God. Negative or critical attitudes, a grumbling spirit, gossip and/or the inappropriate handling of concerns are unacceptable for any member of the Calvary Christian community. All who perceive such behavior should assume the Biblical responsibility to lovingly confront those demonstrating such behavior.

Student classroom misbehavior should be initially handled by the classroom teacher directly with the student in accordance with classroom and school policies and in a prayerful and discreet manner. If needed, teachers are encouraged to engage with parents and/or the appropriate administrator regarding persistent student misbehavior.

Concerns regarding school policy or procedure may be addressed to the appropriate administrator.

Parent-to-parent problems should be solved between the persons involved, without the involvement of teachers, administration or other parents.

If fault is found with any member of our school community, each person should prayerfully consider how to appropriately address the matter through the application of Biblical principles, avoiding the pitfalls of gossip and damaging rumors.

## **APPEARANCE POLICY**

CCS partners with parents to facilitate good choices by our students when they leave our halls; this includes the area of dress and appearance. To that end, within the guidelines articulated below, we extend latitude to parents in guiding their child's choice of dress and accessory. Our guidelines are dictated by scripture when the matter is specifically addressed in the Bible, by the required decorum necessary to maintain an orderly school and classroom environment, and by modesty and other similar indicators of a healthy biblical worldview.

To that end, clothing and accessories which intentionally blend or blur the lines of the genders of male and female will not be permitted at Calvary. Boys will dress as boys and girls will dress as girls.

Instruction and guidance regarding personal appearance is an important part of each student's educational experience. Calvary guides students toward appropriate appearance based on the following values or considerations:

- Biblical exhortations regarding modesty, moderation, and propriety.
- a safe educational environment for students of various ages, which avoids the extremes of being either too casual or too formal.
- an orderly educational environment, which encourages respect toward others, self, and the school's values.
- an educational environment free from distraction or disruption.
- Acknowledgment of trends in styles and the availability and affordability of apparel.

### **General Guidelines**

- All elements of this policy are in effect during regular school hours. General appearance guidelines apply to students during after-school events at the discretion of the administration.
- Student appearance should be neat, modest and avoid impropriety.
- Student appearance and clothing should be appropriate for an educational environment and not cause distraction or disruption.
- Clothing should appropriately fit and not be overly tight or baggy.
- Clothing should be in good condition and not showing skin above the knee.
- Clothing with graphics or artwork should communicate appropriate messages consistent with Calvary's values.
- Since fashion frequently changes, students are expected to seek approval prior to wearing an article of clothing which may not follow Calvary's appearance policies. Without prior approval, questionable apparel will generally not be permitted.
- Each division of the school will administer and enforce this policy according to its disciplinary procedures and in consideration of its students' developmental needs. Calvary administrators are responsible to make final decisions and provide further clarification or guidance as needed.
- In some cases, a student may not be permitted to attend class if his clothing or appearance is immodest or significantly distracts or disrupts Calvary's educational environment. In these situations, it is the student's responsibility to change clothes before returning to class.
- Clothing will be consistent with our Unified Community Policy \*see Table of Contents for page reference

### **Apparel Guidelines**

At no time is cross dressing permitted on campus or for campus related events. CCS will follow all ACSI standards currently available and will support changes as they are updated without notice.

#### **Outerwear:**

- Students may wear sweaters, sweatshirts (including hoodies), blazers, vests or light jackets over shirts which meet the dress code. Hoods on hoodies will need to stay off of the head.
- Students may not wear over-sized coats (such as trench coats or ponchos).

## Shirts:

- Boys may wear a crewneck, V-neck, turtleneck, or collared shirts.
- They may not wear shirts which do not appropriately cover the body such as sleeveless or tight shirts.
- Girls may wear a crewneck, V-neck, turtleneck or collared shirts and blouses that appropriately cover the body. Girls may not wear sheer tops (unless worn over an undershirt with at least three-inch straps), tight shirts, halter tops, strapless tops, low-cut necklines, bare backs or midriffs, one shoulder and racer backs. Sleeveless shirts with straps at least three inches in width are permitted. Girls are expected to cover all undergarments.

## Pants and Shorts:

- Students may wear appropriately fitted pants, denim jeans, or khaki-style shorts. Shorts must be no shorter than three inches above the kneecap. No short shorts for males or females.
- Students may wear athletic-style pants or shorts, as long as they are modest and in good condition.
- Leggings may only be worn with approved dress or skirt (length no more than 3 inches above the knee). No skin tone color leggings are allowed. No t-shirts are to be worn over leggings.
- Students are expected to cover undergarments.
- Holes in pants/jeans must be no more than three inches above the knee. Any holes or fraying above the three inches cannot have any skin showing from underneath.
- No pajama pants may be worn.
- Boys are encouraged to wear a belt.
- No sweatpants are to be worn on Thursdays for Chapel.

## Dresses and Skirts:

- Girls may wear appropriately fitted dresses or skirts no shorter than three inches above the kneecap.
- Dresses should have modest necklines and must have straps at least three inches in width.

## Footwear:

- Students may wear dress, casual, athletic shoes or dress sandals with adjustable heel straps (for safety purposes). Students may not wear footwear such as slippers, flip-flops, or slide sandals (exceptions are Chacos and Birkenstock Sandals). Students may not wear shoes with narrow heels or heels higher than two inches.

## Hair:

- Each student's hair should be clean and neatly groomed. Students may not wear extreme or distracting hairstyles or colors. (Students and parents are expected to seek administrative approval prior to making decisions with regard to extreme styles or color).

## Other Policies:

- Hats are prohibited indoors.
- Facial hair, piercings and tattoos are permissible provided they are not a distraction. This decision is determined by the administration. To ensure continued enrollment, parents and students are advised to speak to the administration about any decisions regarding piercing and tattoos.
- Students may not wear distracting accessories. Boys may not wear visible piercing jewelry, makeup or fingernail polish.

## Theme Days

- Theme days will be announced during the school year with guidelines provided by the administration.

## Athletic and Fine Arts:

- Any team practice attire that is not in dress code, needs to be limited to their practice area and practices times (i.e.gym, cafeteria, etc.)

## Semi-formal and Formal Occasions

- Boys should wear an open collar with a sports jacket for semi-formal occasions, or a coat and tie or tuxedo for formal occasions.
- Girls' dresses must completely cover the bust line and midriff, and not extend below mid-back. Girls' dresses (including slits) are to be no shorter than five inches above the kneecap and must not rise higher than mid-thigh when a student is seated.

## CONSEQUENCES FOR APPEARANCE POLICY VIOLATIONS

Each division will set up its own consequences.

## TEXTBOOKS

All non-consumable textbooks are the property of Calvary Christian School. At no time is a student to write in, tear, soil, or turn under pages of any textbook. Students must replace textbooks for any damage beyond normal use such as the following: one or more pages of content is missing; has water-soaked pages or swollen cover; physically marked with pencil, pen or crayon; defaced or marred, such as broken, cut, or smeared backs or pages beyond what would be considered normal wear.

The student shall pay for replacement of any textbooks lost or damaged. Report cards will be held until penalties have been settled. No textbooks will be issued to any student while the payment is outstanding. All textbooks must be returned to the teacher when a student is promoted or transferred.

## LOCKERS

Lockers are the property of Calvary and are normally provided for students in 5<sup>th</sup> – 12<sup>th</sup> grades. If a student provides a personal lock they are required to provide the school office with the locker combinations or key. Lockers should be kept neat and clean at all times. There should be no writing or stickers of any kind on the inside or outside of the locker. Food should never be kept in the locker overnight. Any item deemed inappropriate by the school administration may be confiscated from a locker at any time. Students are not permitted to access or use one another's lockers.

There should be room in lockers for students to store their athletic bag/gear. If not, students are to obtain permission to store these items in a teacher's room. No items are to be left on the floor or on top of lockers in the hallway.

## SCHOOL SEARCH POLICY

To maintain school security and protect the safety and welfare of students, school personnel, and visitors, the school has adopted the following search policies. School personnel may search a student, student lockers, or automobiles and may seize any unauthorized contraband, or illegal materials discovered as a part of the search. All school facilities and property (including workstations, lockers, etc.) are considered school property. Any student's personal property on school premises may be searched without notice or consent from the student. Parents and students, upon enrolling in the school or entering school property, agree to and consent to be searched. There is no expectation of privacy for items brought into or stored on school facilities or property.

*Search of Students - If the school has a reasonable suspicion that a student has prohibited items or evidence of a violation of the student conduct standards or contraband items on his person, book bag or other similar item, the student and any bags or personal effects may be searched. There is no expectation of privacy for items of personal property brought onto school or to any school related function or activity. Any suspicious or unattended bag may be searched at any time.*

*Depending on the particular facts and circumstances, the school reserves the right to bypass any step of its general processes in an effort to enforce student conduct standards or provide a safe learning environment. However; generally, a school administrator, along with at least one other school employee of the same gender as the student, may ask a student to remove their outer garments (coats, hats, gloves, shoes, belts, etc.) empty his/her pockets, purse, book-bag and/or to take off their shoes and socks. A metal detection wand may also be used. The school may also use a drug sniffing or weapon sniffing K9. Students wearing multiple layers may be asked to remove outer layers. School personnel of the same gender, with another school employee present, may conduct a pat down search of the student's person but only with the authorization of a school administrator or a school administrator's designee.*

*If the student is unwilling to cooperate in the search, an administrator may contact a parent/guardian. If the student is still unwilling to cooperate, after having spoken with his/her parent/guardian, and the parent/guardian is unwilling to do so, then parents and students agree that the school shall assume the student has the prohibited material or has engaged in the conduct alleged and proceed to take appropriate disciplinary action, which may include suspension or expulsion from the school.*

*If emergency conditions require a more intrusive search or there is a reasonable suspicion that the student has illegal contraband or prohibited materials which pose a danger to the student or others or which are designed to give the appearance of such contraband, the school may bypass this general process by contacting the parent/guardian and/or instead proceed with immediately searching any bags and personal effects with a pat-down search, as*

*necessary. Parents and students consent to and agree to this procedure and agree that there is no expectation of privacy for any items brought onto school property, school functions, or events.*

Periodic “locker checks” may be held unannounced in order to determine that lockers are being appropriately used. If a student is found violating locker rules, locker privileges may be withdrawn from the student. Each student is responsible to clean the assigned locker at the end of the year.

## **DRUG TESTING**

Calvary seeks to create a healthy learning environment which encourages students to make decisions that foster health and safety for all. To this end, the Calvary administration may, at any time, require a student to participate in random testing or testing for cause. If required drug testing is part of a student’s disciplinary contract, parents are expected to pay for those services.

## **VISITORS**

All visitors, including parents, must sign in at the division office to receive a visitor’s pass. All Middle School visitors are to check in at the High School office. Parent visits are encouraged and welcomed after the first few weeks of school and before the last few weeks of school. Arrangements to visit classrooms should be made through the principal’s office. Parents are also welcome to have lunch with their student.

Students not enrolled at CCS may not visit classrooms or during lunch unless permission from the principal is obtained. Classroom visits must be prearranged. Student visitors must remain with their assigned CCS student or teacher at all times while on campus. A visitor’s pass must be worn while on campus.

## **AFTER SCHOOL CARE**

Students in 8<sup>th</sup> grade and below must be in aftercare or in a school sponsored activity under adult supervision. Each division will provide specific guidelines.

## **LUNCHES**

While every attempt will be made to maintain low prices, increasing costs may be required from year to year.

Only Seniors may leave campus for lunch if they have a signed permission form with parental consent. Forms are located in the High School office.

No students may check out for lunch except with their parents or family on special occasions. Students **may not** check out with other students for lunch. All students must report to class on time after lunch.

Third party deliveries (i.e. Door Dash, Uber Eats, etc.) are **NOT** permitted on campus. Parents are allowed to drop off lunch for their child to the Elementary or High School Office.

## **SCHOOL SUPPLIES**

Parents and students are responsible for purchasing school supplies. A supply list will be furnished for special supplies needed for each class. Additional items may be requested throughout the school year.

## **MEDICATIONS**

Students are not to have medications in their possession at any time. This includes aspirin, cough syrup, or vitamins. If students require medication during the school hours, parents must take it to the nurse’s office. Such medications should be clearly labeled with the child’s name and the instructions regarding times of day and dosages to be administered. Any prescription or over the counter medication that must be administered during school hours should be accompanied by a completed Medication Administration Form (available in the nurse’s office) from a parent or guardian. The school nurse cannot administer medications unless they are handled in this manner. No medication can be shared, including cough drops, between students.

Any exceptions, including inhalers, must be cleared with the school nurse and administration. The school nurse can administer acetaminophen (Tylenol), ibuprofen (Motrin), diphenhydramine (Benadryl), hydrocortisone cream, antibiotic ointment, or Bactine as needed, provided a parents authorization in the online Family portal.

## COMMUNICABLE DISEASES

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases. A student with **any of the following symptoms** must not attend school or after school events until such time as the student is free from symptoms listed below:

- Temperature of 100.4 degrees or more. Students must be fever free for 24 hours, without fever reducing medication, i.e.: Tylenol, Motrin or Advil before re-admittance to school.
- Vomiting or diarrhea, must be symptom free for 24 hours, without medication before re-admittance to school.
- Undetermined rash over any part of the body accompanied by fever.
- Red, draining eyes, intense itching with signs and symptoms of secondary infection
- Open, draining lesions or wounds
- Lice or nits on the shaft of the hair
- Infections such as strep throat with antibiotics that must be taken for a minimum of 24 hours prior to re-admittance to school

Any child who is diagnosed, either by appropriate laboratory testing or through the diagnosis of any licensed health care provider, as having an infectious communicable disease, will be evaluated for suitability to remain in the classroom. This determination shall be based on whether or not the individual is otherwise qualified to remain in the classroom and whether or not he/she presents a health danger to himself/herself or an increased risk to others with whom there may be contact. A certificate by the attending physician attesting that the child does not currently have signs or symptoms of a communicable disease or the disease's non-communicability in a school setting may be deemed necessary for re-admittance into school. The administration will assess the need and availability of other educational alternatives if it is determined that the individual should be removed from the classroom.

Administration will respect the confidentiality of all individuals suspected of or diagnosed as having an infectious or communicable disease.

All administrative deliberations and records will be kept confidential. The number of personnel who will be advised of an individual's condition will be kept to the minimum needed to assure proper care and/or to detect situations where the potential for transmission of an infectious disease may increase. Decisions regarding the type of educational and/or general care provided will be based on behavior, neurological development, physical condition, and the type of interaction with others expected in the particular relevant setting. The risk and benefits to both the infected individual and others will be weighed in this process.

## TELEPHONE CALLS and ELECTRONIC DEVICES

Students should obtain permission from their teacher to use the school office phone if needed. Students should not expect to miss class to make a phone call. The office will make every effort to relay phone messages to students.

As a general rule, student cell phones are expected to be turned off and kept out of sight. Students may only use cell phones in accordance with each school division's policies. Inappropriate use of cell phones and other electronic devices will be addressed by each division's administration.

**Technology In Classroom** – Students in 5th – 12<sup>th</sup> grades, are required to bring a **fully charged** Chromebook to school each day. Calvary Christian School has provided students with technology through Chromebooks that are accessible in the classrooms. All students while using a loaned CCS piece of technology should treat them as if they were their own personal property. Chromebooks and any technology provided are the property of CCS and not intended for personal use or to install any personal information.

By using the technology provided you understand that while in your possession you are liable for any damages or incidentals that could occur to the device. If a device is found to need replacement after said damages or incidental mishap, you agree to replace the device immediately. Determination of cost will come from the business office.

### **ACCEPTABLE USE and BRING YOUR OWN TECHNOLOGY POLICIES**

Research has provided convincing data illustrating the benefits of the use of technology in classroom instruction. Calvary is committed to investing in more resources to reap even more benefits from our Bring Your Own Technology (BYOT) program. The following also serves as Calvary's Acceptable Use Policy with regard to all technology whether owned by a student or CCS:

- Students are responsible for the security of any personal items or devices. CCS is not liable for any damaged, lost, or stolen devices.

- Students shall not use devices to engage in any form of cheating or plagiarism in any type of coursework at school or at home.
- Students shall not use devices in ways (e.g. to make phone calls, to text, to play games, etc.) which are deemed inappropriate by the classroom instructor.
- Students shall promptly put away or turn off the device at the request of the instructor.
- Students shall not engage in unauthorized activities which could harm the school's network and/or resources. These include, but are not limited to: viruses, spying software of any kind, hacking, altering of the platform in any way, bypassing network security protocols, logging onto unauthorized networks, etc.
- Students and parents will cooperate with any designated CCS official in the examination or search of any personal device brought on campus.
- Students shall refrain from using devices in ways which violate local, state, or federal laws. These include, but are not limited to texting of inappropriate pictures, accessing or transmitting adult material, the unauthorized use of copyrighted material, or the online purchase of illegal items.
- Students shall not use anonymous email addresses or sites to spam or spread spyware or viruses.
- Students shall not change or alter, or attempt to change or alter, information or settings on the CCS network.
- Students shall not use their device to attack, harass, or bully any other individual.
- Students shall not access any social networking sites during the school day.
- Students shall not use the school network to stream or download movies. These include, but not limited to, the use of Netflix, Amazon Prime Instant Video, Crackle, Hulu, etc.
- Students shall properly maintain devices so as to not disrupt instruction.
- Students shall adhere to any additional policy established by a classroom instructor, school administrator or technology specialist.
- Students shall not share their individual passwords or use passwords assigned to other students or CCS employees.
- Students shall use school email accounts in a manner consistent with school conduct policy and other acceptable use guidelines.
- Students shall not use another person's email account for any reason.
- Students shall use cell phones in a manner consistent with acceptable use policy.
- Students shall not use devices to take unauthorized pictures in private areas including, but not limited to: locker rooms, washrooms, bathrooms, dressing areas, classrooms, offices, or where strictly prohibited.
- Students shall not record any inappropriate videos. This includes while wearing CCS apparel, while on campus or representing the school elsewhere. Inappropriate includes, but is not limited to: sexual content, profanity, harassment, etc. No recording during class time.

### **STUDENT CELL PHONE POLICY**

This policy applies to all cell phone use by students during the instructional day and at certain school-sponsored functions. It is intended to promote an environment which supports student learning. All use of student cell phones is guided by the BYOT policy and other guidelines given by administration or faculty. During all classes, meetings, field trips, and service days cell phones may not be used. High School students only can use their cell phones, earbuds and headphones during the designated time by administration at break and at the end of lunch. Cell phones are to remain turned off (not simply silenced or muted) and stored out of sight. Earbuds and headphones must remain put away.

### **SCHOOL DISCIPLINE**

*Biblical principles clearly explain that children are to be under parental authority as shown by their obedient and respectful behavior. The school holds the same authority as parents ("in loco parentis": in place of the parent) while students are at school or participating in student activities. This cooperative effort places a premium on the "oneness" between the parent(s) and the school.*

It is the hope of Calvary Christian School to see students mature in the areas of self-discipline and personal accountability. It is expected that students will respond positively to Biblical teaching regarding good behavior and any discipline they may be assigned. Each school division will implement conduct policies which are appropriate to the students' development and in a manner which guides students to becoming more Christ-like. Any act of misconduct which, in the opinion of the Headmaster, is found to be inexcusable, and/or harms the mission of Calvary Christian School, may result in a school disciplinary action.

School rules apply to students on campus during the school day and while attending off-campus field trips, school trips,

extra-curricular events, or at other school-related locations. Although Calvary Christian School does not routinely monitor students' off-campus behavior, the school reserves the right to apply its values and Code of Conduct to student behavior that occurs off-campus and/or not during regular school hours.

## EXPULSION

At the discretion of the Administration, a student who has demonstrated persistent or significant discipline problems and has not adequately responded to school guidance or correction, may be expelled or asked to withdraw. A student who is dismissed from CCS will not be considered for re-enrollment for a period of one year from the date of departure. A former student who was expelled is restricted from the school property and school events. After one year, an expelled student may contact the administration to seek permission to attend school events. Exceptions or special privileges to attend certain functions (i.e., graduation ceremonies, driving a sibling to and from school) may be granted by administration and will be determined on a case by case basis.

## SCHOOL RECORDS

- Lower School and Middle School: cumulative folders will be maintained in a secured, fireproof file cabinet.
  - **K3-8th Current Students Enrolled but not returning**: cumulative folders will be kept for up to three years after a student has withdrawn; the purpose being to assist principals in the MS and HS with decisions regarding re-enrolling if they choose to return within 3 years.
    - When a student withdraws/transfers to another school and transcripts are requested, a copy of the "transcript/cumulative grade record" will be uploaded to the student's "portfolio" in RenWeb. A note will be made of transcript sent and received (including date, by whom).
    - After three years the cumulative file will be properly disposed of by the admin assistant, each August. No formal file will be kept after three years, since the documents of the student withdrawn are sent to their next school. The following will be accessible through RenWeb:
      - Grades
      - Discipline
      - Standardized testing results
  - **K3-8th Students progressing to the next level**: Each summer the folders of students in 6th and 8th returning for another school year will be forwarded on to the MS or HS office.
- High School: Once a student has enrolled in high school, their cumulative folder will be kept in a secured, fire-proof file until 7 years after the year of graduation of their class.
  - For example, the file of a student who enrolls as a freshman in the fall of 2022 (they are in the class of 2026) will be kept in a secured, fireproof file cabinet until the summer of 2033. Prior to the disposal of the file, the HS principal will ensure that the following has been uploaded to the student's Renweb electronic file, which will be maintained by CCS for 75 years:
    - Birth Certificate
    - Copy of Social Security Card
    - Immunization records
    - Final transcript
    - Standardized Tests conducted in HS/MS/EL
      - Non-electronic results will need to be scanned into a student's electronic file
    - Discipline records
  - When a student withdraws/transfers to another school and transcripts are requested, a copy of the "transcript" will be downloaded from RenWeb and sent to the school. A note to the student's renweb ("demographics"; "notes") will be made of transcript sent and received (including date, by whom). *i.e. 6/1/2022: Stephanie King sent a transcript to Pickens County High School. Received by Sally Sue on 6/2/2022 by email (or fax). We will keep in the cumulative file whatever is not sent forward until 7 years after graduation.*

## DISCIPLINE RECORDS

Student disciplinary records will be released to outside parties according to any of the following criteria:

- When there is a legal obligation (for example, Georgia law requires schools to report any suspension or expulsion to the next Georgia public or secondary school that the student attends)
- With permission, or upon request, from the parent, guardian, or adult former student
- When a college or university requests or requires disciplinary information as part of the application or enrollment process (consult the Counselor for further information on this policy)
- When the school administration deems the release of information appropriate
- When requested by a school to which a CCS student has applied.

## WEAPONS POLICY

Calvary Christian School is required by law to implement a weapons policy. It is imperative that parents and students understand this policy. The existence of this policy does not infer that CCS has a history of weapon problems.

Parents and students who enjoy the freedom to possess weapons must be aware that Georgia State Law mandates this policy. **Therefore, students who own or have access to weapons of any kind, must abide by this weapons policy.**

- Introduction
  - The school considers student possession of weapons or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a “threat.”
- Student Action
  - Students who possess a weapon or who carry, exhibit, display, draw, or threaten with any of these items are apparently capable of producing bodily harm.
  - These actions, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

### Definition

- “Possession” includes, but is not limited to, having a weapon within school safety zones within one thousand feet of school property, on school property, or at a school-sponsored event located:
  - in a space assigned to a student such as a locker or desk
  - on the student’s person or property (such as on the student’s body, in his/her clothing, purse, backpack, gym bag)
  - under the student’s control or is accessible or available, such as hidden by the student in a student vehicle

### **“Threat” includes, but is not limited to:**

- a statement of personal bodily harm with a weapon
- a statement indicating friends or acquaintances with weapons who will commit bodily harm
- a statement of possessing a weapon at school or a school function

### **A “weapon” includes, but is not limited to:**

- a firearm, which is a weapon or device from which a projectile may be fired by an explosive;
- an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, paintball, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns;
- a slingshot, which is a forked piece of wood, metal, plastic, or similar substance, having an elastic band fastened to the prongs for shooting small stones and pebbles;
- a device commonly known as “throwing stars”, multi-pointed metal objects designed to embed upon impact;
- any knife which is a cutting or stabbing instrument with a sharp blade set in a handle;

- a dirk, which is a type of dagger; or any type of dagger
  - any device commonly known as “nunchuck sticks” consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
  - a stun-gun;
  - any explosive device including fireworks;
  - any bludgeon type weapon, which includes a bat (outside of athletic use and under adult supervision), club, or blackjack;
  - Any of the following: straight-edge razor, spring stick, or darts.
- Incident Reporting and Action
    - Any faculty member, staff member, or administrator with knowledge of “possession,” “threat,” or “use of weapons” as described above shall immediately report to the building principal/director/designee, who may (a) determine if a report needs to be submitted to the appropriate jurisdiction police authority, (b) submit the report if appropriate, and (c) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.
  - Limitation of Policy
    - This policy does not apply to adults over 21 years of age, teachers, and other school personnel who are authorized to possess or carry weapons as long as the weapon is in a locked compartment of a motor vehicle or one which is in a locked container or in a locked firearms rack which is on a motor vehicle. In accordance with the School Safety Addendum, school authorized trained and qualified personnel are allowed to carry specific weapons on campus and to school events.
  - Georgia State Law
    - See state laws for crimes and offenses, pg. 172-173, code section 16-11-1271.
    - Also see state laws regarding elementary, secondary, and adult education, pg. 409, code section 20-2-1184.

## ON-CAMPUS SECURITY:

Calvary Christian School takes school security very seriously and we commit significant time, material, and resources to ensure that all who enter the Calvary campus are kept reasonably safe. Specifically, our entire school staff and administration are trained in reasonable passive and active campus wide security measures. Also, the school has trained and equipped a ‘concealed carry’ active shooter response team. For specific questions about the Calvary Security Program please contact the Head of School.

## ANTI-BULLYING POLICY

The administration of Calvary Christian School believes that all students have a right to a safe and healthy school environment. CCS and the community have an obligation to promote mutual respect and acceptance.

The administration of Calvary Christian School will not allow conduct that encroaches on the security of any student. A student must not threaten, harass, or bully any student. This includes but is not limited to: words or actions expressed in person or online. Students should refrain from the following: hitting or pushing, verbal attacks, such as mocking, name calling, or coercion. **Bullying entails a pattern of targeting a student or group of students.**

The administration of Calvary Christian School expects students and/or staff to immediately report incidents of bullying to a teacher, a section leader, the dean of students, any office personnel or the principal. Faculty and staff who witness such acts must take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Additionally, activity away from school could prompt action by school administration in accordance with the school discipline policy.

In order to minimize the likelihood of bullying taking root on campus, the administration of Calvary Christian School provides training to teachers in bullying prevention and how to help students cultivate a Christ-like character. This training includes the following:

- Review of this policy at the beginning of the school year.
- Guidance to make reasonable efforts to keep all reports of bullying and the results of any investigation confidential.
- A reminder that any staff member should intervene when witnessing acts of bullying.

Administration and teachers will review policy with students in an effort to help them feel safe to talk to an adult if they feel they are being bullied by a peer. Teachers will also help students understand that those who exhibit behaviors characterized as bullying will be in violation of the policy and will be subject to disciplinary action.

**Please be aware of the following consequences:**

- Any student who is involved in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to report cases of bullying to a teacher, administrator, or any office personnel.

**“Sexting” Policy**

In keeping with the school’s responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of “sexting.” *Sexting* is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. **Students engaged in such activities are subject to state laws and school discipline.** The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy; a violation that will result in school discipline, up to and including expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

## **Policy on Physical Privacy Regarding Gender**

### **Purpose**

In light of Calvary’s statement of faith, included in the Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the Calvary community of their duties with regard to use of restrooms, locker rooms, showers, and any other Calvary facilities where individuals may be undressed in the presence of others.

### **Definitions**

*Sex (Gender)* means the biological condition of being male or female as determined at birth.

*Member of the Calvary community* means any Calvary employee, volunteer, student, parent, or visitor.

### **Sincerely Held Religious Belief on Sexuality**

Calvary’s sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26–27). Rejection of one’s sex is a rejection of the image of God within that person, and rejection of His design for you.

### **Policy**

Notwithstanding any other policy, Calvary restrooms, dressing rooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Calvary facilities or settings where members of the Calvary community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), Calvary shall provide separate, private areas designated for use by members of the Calvary community based on their sex.

Calvary recognizes there may be instances where members of the Calvary community experience disparity or confusion between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Calvary encourages members of the Calvary community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word and Calvary's statement of faith.

Calvary will at all times interact with members of the Calvary community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of the Calvary community who openly and unrepentantly behaves in a manner which rejects their sex, or behaves in such a manner, either in or out of school, is rejecting the image of God within that person. This behavior dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by Calvary which is cause for terminating his/her privilege of membership in the Calvary community.

To preserve the function and integrity of Calvary and to provide a biblical role model to members of the Calvary community and the community-at-large, it is imperative that all members of the Calvary community agree to and abide by this policy.

### **Posting**

Copies of this policy shall be provided to all Calvary employees, volunteers, students, and parents.

## **UNIFIED COMMUNITY POLICY**

*In a spirit of community, and in recognition of the unity we share as children made in the image of God (Genesis 1:27), and to allow our focus to be on Christian education, while students and staff are on campus or representing Calvary, in our apparel and accessories we will refrain from political expression or divisiveness. We will likewise be guarded in our speech. We will encourage respectful, biblically-based discussions regarding culture and politics in the classroom or under adult supervision.*

This policy does not preclude a student or staff member from having a political position, it simply says while on campus we will refrain from divisive statements (that is clothing and accessories) and seek constructive conversations when possible. We are encouraging conversation, which allows for dialogue and context for one's political or cultural views, but it also limits the conversation to the participants in the discussion.

## **OBSCENITY POLICY**

In keeping with the school's responsibility to provide a safe environment, students will refrain from the possession or use and distribution of obscene materials. Obscene materials include, but are not limited to: messages, photos and images that are suggestive, pornography, and anything deemed offensive by the administration. This includes taking the Lord's name in vain. This policy applies to electronic materials and the transmission of such including sexting, social media apps, and other methods. Students engaged in such activities are subject to state laws and school discipline, up to and including expulsion. Muscogee County law enforcement may be informed in certain cases.

## **HANDBOOK**

In order to protect the safety of students and provide needed clarification, Calvary Christian School retains the right to amend this handbook and its policies at any point during the school year.

## **HONOR CODE**

Scripture teaches that honor is undoubtedly one of the many virtues expected from the regenerated individual. Someone once asked Jesus to state, from among all the commandments, which one is the greatest. Jesus answered as follows, "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is like it: "Love your neighbor as yourself" (Matthew 22:36-39). Embedded in the answer Jesus provided is the command to honor the Lord and to honor others. In fact, the word of God speaks extensively about the word honor: 1 Peter 3:15; Colossians 3:17; Exodus 20:12; Numbers 30:2; 1 Corinthians 10:31; 1 Samuel 2:30; and Proverbs 3:9. Consequently, all students of Calvary Christian School are expected to live, at all times, in ways which honor the Lord, honor their peers, and honor the authority God places over them. All students are expected to abide by the policies in the student handbook and, by any other directives, issued by CCS administration and staff.

### **The Honor Code of CCS:**

#### ***Honor God and Godly Authority***

*My relationship to God requires reverence for God and respect to any authority God places over me (Exodus 20:7; Romans 13:1-7; 1 Peter 2:17). I will not use the name of the Lord in vain nor behave in a manner which dishonors God. I will support and abide by Calvary Christian School's policies.*

#### ***Honor Yourself***

*I will honor the Lord by speaking the truth in all situations (Proverbs 12:17; Ephesians 4:25). My responses to questions concerning behavior, academic, or anything else will be completely truthful. Lying is a violation of this honor code.*

#### ***Honor Your Peers***

*I will honor my peers by treating each one with respect and by not engaging in behavior that is abusive to them, whether face to face or online. Abusive behavior includes but is not limited to the following: verbal, sexual, and/or physical harassment or intimidation of another student (Matthew 7:12; Romans 13:10). Such things are violations of this honor code.*

#### ***Honor the Work and Property of Others***

*I will treat the property of others with respect (Exodus 20:15; Ephesians 4:28). I will not damage, vandalize or take any person's property without their consent. I will honor the intellectual property of others by following the school's plagiarism policies and by completing all academic work without the unauthorized help of others to include anything that is generated by Artificial Intelligence (AI).*

#### ***Personal Pledge***

*As a student at Calvary Christian School, I pledge to live with reverence for God and with respect for others and the property of others. I therefore commit to act with trustworthiness, academic integrity, and sportsmanship while I am a student at Calvary Christian School.*

*I commit myself to the leadership of Calvary Christian School and to the Code of Conduct as stated in the Handbook. I am in support of the philosophy of Calvary Christian School, which is to: "Teach the whole child the whole truth."*

# APPENDIX A

## HIGH SCHOOL POLICIES

### ACADEMIC POLICIES

#### GRADUATION REQUIREMENTS

<u>Courses of Study</u>	<u>College Prep Diploma</u>	<u>General Diploma</u>
English	4 credits	4 credits
Math	4 credits <sup>1</sup>	4 credits
Science	4 credits <sup>2</sup>	4 credits
Social Studies	3 credits <sup>3</sup>	3 credits
Bible	4 credits <sup>4</sup>	4 credits <sup>4</sup>
Foreign Language	2 credits <sup>5</sup>	
Fine Arts	1 credit	1 credit
P.E./Health	0.5 credit	0.5 credit
Electives	3.5 credits	3.5 credits
	<b>26 credits</b>	<b>24 credits</b>

<sup>1</sup> Must include Algebra I, Geometry, Algebra II and one other advanced math course

<sup>2</sup> Must include Biology and physical science or Physics

<sup>3</sup> Must include U.S. History and World History and Government/Economics

<sup>4</sup> 10th grade transfer students must earn 3 bible credits, 11th grade needs 2 bible credits, 12th grade needs 1 bible credit

<sup>5</sup> Credits must be earned in the same language.

#### Graduation Policy

A scholar will be awarded a diploma at the end of the senior year after all credit is earned. Seniors who lack up to one credit may participate in the graduation ceremony provided there is an approved plan in place to earn the missing credit. If a senior lacks more than one credit for graduation, the administration will develop a plan for credit recovery and determine participation in the graduation ceremony on a case-by-case basis. Seniors may not graduate early. If there is a balance associated with the account of the senior, their diploma and final transcript will be held until it has been cleared up.

#### Report Cards

Report cards will be issued at the end of each semester. Final report cards will be emailed to parents in spring after school has concluded.

#### Course Changes

With parent approval, each scholar will have a limited time (normally the first week of classes) at the beginning of each semester to make necessary course changes. Scholars will need to fill out the appropriate drop/add form during this period. Course changes must be approved by the administration and subject to availability.

#### Homework Policy

Homework represents an important part of the instructional program at CCS and can assist students by reinforcing instruction of basic knowledge and critical/analytical thinking skills. It may also introduce scholars to new material or concepts in preparation for instructional time. Homework includes preparation for tests, quizzes, research papers, or projects.

All assignments are expected to be completed accurately, neatly and turned in on time. Depending on the course load and student focus, scholars will have an average of 1-2 hours of homework per night. Additional work should be expected in honors, Dual Enrollment, and AP courses or when studying for tests and quizzes for any academic course.

Homework will not be assigned on Wednesdays (which is due on Thursday) to encourage scholars to attend church services or activities on Wednesday evenings. Teachers will notify students by Monday regarding any quizzes or tests to be administered on Thursday; this will allow scholars ample time to prepare ahead of time.

### **Promotion Requirements**

To be promoted to:

10<sup>th</sup> – Scholars must have earned 6 approved credits through 9<sup>th</sup> grade

11<sup>th</sup> – Scholars must have earned 12 approved credits through 10<sup>th</sup> grade

12<sup>th</sup> – Scholars must have earned 20 approved credits through the 11<sup>th</sup> grade

### **Academic Load Requirements (9-11th grade)**

9th-11th grade scholars must be enrolled in a minimum of five courses each semester including four core academic courses (Bible, English, math, science, social studies, foreign language). Regardless of how many credits have been earned, full-time scholars are expected to enroll in English and math each semester. Exceptions to this requirement would have to be approved by both the parent and administration.

### **Weighted Numeric Average (GPA)**

Calvary calculates and reports a weighted cumulative numeric average (a GPA on a 100 point scale) on transcripts and uses this calculation to evaluate participation for NHS and other programs or privileges. In calculating this weighted numerical average, grades earned in honors classes will be weighted five points and grades earned in AP and Dual Enrollment courses will be weighted ten points. This weighting is used for calculation purposes only and will not alter the raw grades reported on transcripts or report cards. Only grades earned while enrolled at CCS will be used; grades earned while enrolled in another school (transfer grades) will not be included. However, transfer grades will be reported on the scholar's Calvary transcript. This numeric average will be calculated to the hundredths place value.

In unique situations (such as scholarships or college honors programs) scholars may be required to report a GPA using a 4.00 point scale. For these circumstances, the guidance counselor will provide help and information using Calvary's GPA conversion chart.

### **Class Ranking**

Due to its challenging curriculum and small graduating classes, Calvary does not report class rank on scholar transcripts or to colleges or universities. If class rank is a requirement (for a scholarship or otherwise) the scholar should contact the high school counselor who will provide guidance and help.

### **Honors Graduate (c/o 24 & 25 only):**

To earn an honors designation, a senior scholar must have completed all college prep diploma requirements including eight credits from honors, AP, or dual enrollment courses completed in grades 9-12. Candidates for this honor must also have earned an unrounded weighted cumulative numeric average of 90 or higher.

### **Valedictorian and Salutatorian (c/o 24 & 25 only):**

Calvary uses the criteria and process listed below to determine valedictorian and salutatorian:

1. Candidates must have attended CCS for at least five full semesters including the 11<sup>th</sup> and 12<sup>th</sup> grades.
2. Candidates must have completed all requirements for a Honors graduate.
3. These honors will be determined by calculating a weighted cumulative numeric average using only core academic grades earned while enrolled at Calvary (Bible, English, foreign language, math, science, and social studies), excluding electives. This calculation will include senior spring semester grades earned through a designated checkpoint in April.
4. This average will be calculated.
5. The determination of valedictorian and salutatorian will be made after the progress report of the second semester. Once this determination is made, no further grades will be considered.

### **Honors Graduate (effective c/o 26)**

To earn a cum laude (honors) diploma, a senior must have completed all college prep diploma requirements including eight credits from honors, AP, or dual enrollment courses completed in grades 9 - 12. Candidates for this honor must have also earned an unrounded weighted cumulative numerical average of 90 or higher.

### **Valedictorian and Salutatorian (effective c/o 26)**

Calvary uses the criteria and process listed below to determine valedictorian and salutatorian:

1. Candidates must have attended CCS for at least six full semesters including the 10th, 11th and 12 grades.
2. Candidates must have completed all requirements for an Honor Graduate; the eight honors, AP, or dual enrollment courses must include six high rigor courses (at least one from each core - Math, English, Science, and History) taught on campus by a CCS teacher. These include any AP courses, Honors 10th grade English, Honors Geometry, Honors Algebra II, Chemistry, and Honors Physics.
3. These honors will be determined by calculating a weighted cumulative numeric average using only core academic grades earned while enrolled at Calvary (Bible, English, foreign language, math, science, and social studies), excluding electives. This calculation will include senior spring semester grades earned through a designed check point (2nd semester progress reports).
4. This average will be calculated.
5. The determination of valedictorian and salutatorian will be made by mid-April. Once this determination is made, no further grades will be considered.

### **Semester Exams**

Cumulative semester exams help teachers assess student achievement and progress in academic skills, concept attainment, and familiarity with important course content. Exams also prepare students for success in college and career. Exams are administered at the end of each semester and account for 20% of the semester grade in each course.

**Fall Semester:** Scholars in grades 9-12 will be required to complete fall semester exams in each core academic course.

**Spring Semester:** High school scholars may exempt spring semester exams according to the following criteria:

- Each 9<sup>th</sup> and 10<sup>th</sup>- grade scholar may exempt up to two spring semester exams (excluding AP and DE courses) by meeting all of the following criteria for each exempted course exam:
  - Earn a grade of 93 or above in spring semester course work by a designated grade check
  - Complete the College Board's AP exam in lieu of a CCS course exam
  - Teacher and administration approval
  - Have no more than 10 absences\*
- Each 11<sup>th</sup>- grade scholar may exempt up to three spring semester exams (excluding AP and DE courses) by meeting all of the following criteria for each exempted course exam:
  - Earn a grade of 93 or above in spring semester course work by a designated grade check
  - Complete the College Board's AP exam in lieu of a CCS course exam
  - Teacher and administration approval
  - Have no more than 10 absences\*
- Each 12<sup>th</sup>- grade scholar may exempt up to 4 spring semester exams (excluding AP and DE courses) by meeting the following criteria for each exempted course exam:
  - Earn a grade of 90 or above in spring semester course work by a designated grade check
  - Complete the College Board's AP exam in lieu of a CCS semester exam
  - Teacher and administration approval
  - Have no more than 10 absences\*

If any Honor Code Violation has been committed or any suspension (ISS or OSS) has been had, exams cannot be exempted.

\*These absences do not include school-approved or parent- approved absences.

## **EXTRACURRICULAR ACADEMIC ELIGIBILITY**

Calvary meets and exceeds Georgia Association of Private and Parochial Schools (GAPPS) eligibility guidelines. This policy applies to scholars who participate in an extracurricular athletic, academic, or fine arts programs or teams. It also applies to scholars who serve in ancillary roles (stage crew, team manager, etc.) and to those who hold formal leadership positions. This policy may, for valid extenuating circumstances, be modified by the High School principal in consultation with the Athletic Director or Fine Arts Director.

### **CCS Academic Eligibility Cycle for Athletics and Fine Arts**

Scholar athletes and scholar artists (Fine Arts and Literary) who represent Calvary in extracurricular activities must maintain academic eligibility based on their current average in each subject.

At the beginning of each semester, a scholar's placement on the academic eligibility cycle will be determined by GIAA eligibility. If a scholar is deemed ineligible by GIAA, the scholar will be considered on CCS Level 3.

After 4 full weeks of a semester and every four weeks thereafter for the remainder of the semester, a grade check will be conducted by the Athletic Director and Fine Arts Director and reviewed with the HS Principal, MS Principal, parents, coaches, teachers and academic advisors.

The Eligibility Cycle resets each time a student is Level 1 Eligible. Every two weeks in between official grade checks or a progress report a communication/progress check will be provided to coaches, principals and academic advisors to increase awareness of any potential students that are struggling.

A scholar's individual status will be adjusted as follows:

#### **Level 1: Eligible**

- No restrictions as all grades are passing in all classes with a 70 or above
- Status is changed only at the time of a subsequent grade check

#### **Level 2: Notification**

1st grade check period with **any grades 69 or below**

- The Fine Arts Director or Athletic Director will communicate via email to the scholar's parent, principal, coach/director, and academic advisor that the student has **any** grade 69 or below. Status is changed only at the time of the subsequent grade check.
- The student's participation is up to the discretion of the coach or director.

#### **Level 3: Probation**

2nd grade check period with **2 or more grades 69 or below**

- The Fine Arts Director or Athletic Director will communicate via email to the scholar's parent, principal, coach/director, and academic advisor that the scholar has at least 2 grades at 69 or below.

- The scholar is placed on probation, which means he/she may continue to practice but not compete. Status is changed only at the time of the subsequent grade check.

**Level 4: Team Suspension**

3rd grade check period with **2 or more grades 69 or below**

- The Fine Arts Director or Athletic Director will communicate via email to the scholar’s parent, principal, coach/director, and academic advisor that the scholar has at least 2 grades a 69 or below.
- A scholar is academically ineligible and will remain ineligible for two weeks, until the next two-week grade check is conducted. Status is changed only at the time of the subsequent grade check.
- Scholars may not practice or compete. At the discretion of the coach/sponsor, they may attend the event or team meeting.

GIAA policy

At the beginning of a new semester, a scholar will have his/her eligibility restored if they have met the required credits earned.

The HS or MS Principal and AD retain the discretion to adjust, as appropriate, a scholar’s status (based on attitude, effort, cooperation, or other relevant circumstances).

In order to practice or compete in subsequent years, scholars must meet the cumulative credit amount at the completion of each semester. Credit recovery may be an option for scholars, and must be completed before participating in practice.

**Schedule for Grade Checks 2025/2026**

\*Communication/Progress Check

First Semester

- 8/25\*
- 9/8
- 9/22\*
- 10/3 (Progress Reports)
- 10/27\*
- 11/10
- 12/1\*

Second Semester

- 1/26\*
- 2/9
- 3/2\*
- 3/13 (Progress Reports)
- 4/6\*
- 4/20
- 5/4\*

## **DUAL ENROLLMENT AND AP PROGRAMS**

### **On-Campus Dual Enrollment (DE) Program**

CCS works in partnership with Truett McConnell University, Columbus State University, Columbus Technical College and other approved universities. The program is designed to improve the college readiness for Calvary scholars. Through the DE Program, qualified Calvary Christian School scholars have the opportunity to earn both high school and college credit. While this is a great opportunity, it does require dedication, independence and hard work on the part of the scholars.

#### **The Benefits of Dual Enrollment**

- DE courses satisfy high school graduation requirements and also earn approved college credit.
- Courses are fully accredited and accepted as transferable to colleges and universities as college credits.

#### **Important Information**

- Scholars are required to have their own technology.
- Scholars and parents are responsible for completing all required admission and registration requirements in a timely manner in order to meet all deadlines. The high school academic advising office will assist in this process.
- All DE course selections must be approved by the high school academic advisor and principal.

#### **Dual Enrollment Student Requirements**

- Enrollment as a CCS 11th or 12th-grade scholar (or exceptionally qualified 10<sup>th</sup> grader)
- Parental permission and support to dual enroll
- A minimum weighted numeric average of 80 (or parent waiver)
- A grade of 85 or better in any prerequisite course work (or parent waiver)
- Completion of the PSAT, SAT, or ACT
- Agreement with the academic policies and procedures of the college
- Agreement to accept the rigorous expectations of a college course

### **Advanced Placement ®**

AP courses offer scholars the opportunity to study college-level course material in preparation for the AP exam administered in May of each year. Depending on the individual policies of colleges and universities, scholars can earn college credit based on AP exam scores. Many colleges and universities consider AP coursework to indicate high academic challenge on a scholar's transcript; this can be an important factor in admissions and scholarship decisions. Additionally, scholars who complete an AP course also receive weighting for Calvary's numeric average and the Hope Scholarship GPA. Calvary offers several AP courses in an effort to provide a challenging curriculum to qualified and approved scholars. To be fully informed, parents and scholars should carefully review the following AP policy:

- In order to earn the AP course designation on a transcript, scholars must complete an AP course and take the AP exam in the spring.
- Based on inadequate scholar work ethic and achievement, teachers may place a scholar on AP probation during the year. If the scholar on probation does not meet the teacher's expectations for improvement and, therefore, does not take the AP exam, AP credit will not be awarded on the transcript. Instead, credit for a non-AP course will be given if the scholar passed the course.
- Scholars who take the AP exam will be exempt from taking a spring final exam and will be finished with the class after the exam.
- Scholars who do not take the AP exam will attend the class for the whole semester and may be required to take a final spring exam for the course.
- Parents will be required to pay an AP exam fee which will be posted on the parent FACTS account.

## **TRANSFER AND ALTERNATE CREDIT**

### **Credit Recovery and Online Credit**

With prior approval from the administration, CCS will accept credit earned upon the completion of an approved online course taken through Calvary's credit recovery program (CCS affiliates with Liberty Online Academy.). CCS will not approve or accept this credit as a means to bypass regularly scheduled courses or the progression of courses in the CCS curriculum. Parents will be responsible to pay for the costs associated with these courses (such as fees, tuition, books, etc.), supervise scholar progress, and provide to CCS all necessary documentation. Approval for credit recovery or online courses will be likely approved in the following situations:

- Taking summer credit recovery for a failing grade.
- Taking a course for remediation to meet grade-level requirements.
- Taking a course not offered by CCS (for elective credit).
- Taking a course that cannot be scheduled by CCS.

### **Transfer Credit from Accredited Schools**

Core curricular credits are applied toward Calvary's graduation requirements where possible. Credits that are earned, but are not graduation requirements for Calvary, are generally counted toward elective credits. If a scholar transfers into CCS with letter grades, it will be the parent's or scholar's responsibility to have the school(s) from which they have transferred submit numerical grades for each course. If the school from which the scholar transferred does not provide numerical grades for the letter grades, CCS will convert grades to the low-point of Calvary's grading scale (an "A" will be reported as 90, "B" - 80, "C" - 73, "D" - 70).

### **Transfer Credit from Non-Accredited Schools (including home schools)**

Credits will not be considered as transferable without proper documentation (official transcript) from the institution (indicating both grades and credits earned) as well as curriculum information as requested. The administration will consult with the appropriate department chair to determine the quality and level of the material and how it compares to Calvary's curriculum. The administration will then make a final decision as to the transfer of that particular credit. Calvary may request a copy of the curriculum used for all homeschool credit. Credits from Bob Jones and/or ABEKA curriculum are normally accepted.

Other curricula will be reviewed by the administration and/or a designated subject area teacher who will then make a recommendation to the principal in regard to the level of study and comparison with Calvary's curricular standards. The principal will make the final decision as to the transfer of credit.

## **STANDARDIZED TESTING**

### **MAP**

The Measure of Academic Progress (MAP) testing is an online adaptive test that students will take at least 2 times per year. Parents will be sent their students' test scores and analysis once completed.

### **PSAT**

The Preliminary SAT (PSAT) is administered to all 10<sup>th</sup> and 11<sup>th</sup>-grade scholars each October. It is preparation for the SAT, a widely used college entrance exam. The PSAT is primarily designed for juniors and is the test which qualifies scholars for the National Merit Scholarship Program. Sophomores benefit from taking it as preparation for its administration during junior year. The PSAT tests Critical Reading, Math, and Writing skills.

### **SAT and ACT**

Calvary encourages scholars to take these two prominent college entrance tests. College-bound scholars are encouraged to take each of these tests at least once. Once it is determined which test best suits a scholar additional testing dates should be scheduled by the scholar or parents. Calvary uses data from scholar's scores to guide curricular and instructional decisions.

## STUDENT ORGANIZATIONS

### Qualifications for Knights' Council (Student Government)

In order for scholars to serve as a scholar leader, they must maintain a numeric average of at least 83 (with no failing grades) and have developed a positive reputation and Christian testimony among scholars and teachers. They should be committed to the responsibility for all duties assigned to the position.

### National Honor Society

The NHS is a prestigious national organization for which membership is considered a high honor. Membership in the National Honor Society is based upon excellence in four areas: scholarship, leadership, service and character. Each category is judged independently. To be eligible for membership, sophomores are required to have an unweighted GPA of at least a 3.8 and Juniors and Seniors must have an unweighted cumulative GPA of at least a 3.7. Candidates must have been enrolled in CCS High School for one full semester. In addition to the academic requirement, there are standards in leadership, service and character, which are required.

**Leadership** requirements include a demonstration of leadership in school as well as outside of school.

**Service** requirements include involvement in service projects since the start of the high school career.

**Character** requirements include integrity, positive behavior, ethics, cooperation, Christian testimony/witness, reliability in and out of school and classroom maturity. Final induction into the NHS is determined through a process which includes faculty and administrative approval.

### Other Student Clubs or Organizations

In addition to the foregoing, CCS may offer other opportunities for scholars to develop their interests. These organizations may include Key Club or other groups formed based on student interest and faculty leadership.

## ATTENDANCE POLICIES

### HIGH SCHOOL BELL SCHEDULE

Daily (MTWF)		Chapel Schedule (Th)		Early Release	
7:55	Reminder Bell	7:55	Reminder Bell	7:55	Reminder Bell
8:00-9:00	1 <sup>st</sup> Period	8:00-8:45	1 <sup>st</sup> Period	8:00-8:35	1 <sup>st</sup> Period
9:05-9:55	2 <sup>nd</sup> Period	8:50-9:30	2 <sup>nd</sup> Period	8:40-9:10	2 <sup>nd</sup> Period
9:55-10:07	Break	9:35-10:20	Chapel	9:15-9:45	3 <sup>rd</sup> Period
10:10-11:00	3 <sup>rd</sup> Period	10:20-10:33	Break	9:45-9:58	Break
11:05-11:55	4 <sup>th</sup> Period	10:35-11:15	3 <sup>rd</sup> Period	10:00-10:30	4 <sup>th</sup> Period
12:00-12:50	5 <sup>th</sup> Period	11:20-12:00	4 <sup>th</sup> Period	10:35-11:05	5 <sup>th</sup> Period
12:50-1:25	Lunch	12:05-12:50	5 <sup>th</sup> Period	11:10-11:40	6 <sup>th</sup> Period
1:30-2:20	6 <sup>th</sup> Period	12:50-1:25	Lunch	11:45-12:15	7 <sup>th</sup> Period
2:25-3:15	7 <sup>th</sup> Period	1:30-2:20	6 <sup>th</sup> Period		
		2:25-3:15	7 <sup>th</sup> Period		

## **ILT Bell Schedule (when called)**

8:00-9:00	1st Period
9:05-9:57	2nd Period
10:02-10:54	3rd Period
10:59-11:51	4th Period
11:56-12:50	5th Period
12:50-1:25	Lunch
1:30-2:20	6th Period
2:25-3:15	7th Period

## **SCHOLAR ARRIVAL:**

Supervision of high school scholars begins at 7:30 am daily. Scholars will not be permitted to enter the Main HS building prior to 7:45 am without a pass. Scholars arriving prior to 7:45 am will report directly to the gymnasium upon arrival. Drivers are expected to park and exit their vehicles and report directly to the gymnasium or main HS building. Scholars will use the sidewalk along the front of the Main HS building to travel to the gymnasium.

## **TARDINESS**

Tardiness adversely affects a scholar's educational experience and disrupts the learning environment for other scholars. Therefore scholars and parents are urged to make prompt arrival to school and class a top priority.

### **School Tardies (morning)**

Since scholars should be in class by 8:00 a.m., scholars and parents are expected to plan ahead to account for travel distance, delays, weather, etc. Scholars arriving at school after 8:00 a.m. bell must report to the high school office for an admit slip to enter class.

Each scholar's school tardy will be marked as excused for the first five tardies during a semester. Thereafter, each tardy will be marked as unexcused (regardless of reason or circumstance). Scholars will be assigned detention for the first unexcused tardy; on the third and fifth unexcused tardies, the scholar will be assigned Saturday School. Excessive unexcused school tardiness (beyond the fifth unexcused tardy) will result in further disciplinary action at the discretion of the administration.

### **Class Tardies**

Teachers will report to the administration excessive unexcused classroom tardiness (according to class policy) which will result in detention. Additional excessive classroom tardiness will result in further disciplinary action at the discretion of the administration.

## **ABSENCE**

### **Parent-Approved Absence**

For high school scholars, Parent-Approved absences (see Attendance Policy in the previous section) apply to occasions when parents permit scholars to not attend class for various reasons. Unless prior approval is given, Parent-Approved absences will be unexcused when a scholar is on campus but does not attend class.

### **Academic Expectations for Absences**

Scholars are responsible to gather assignments and make-up all work missed in a timely fashion and in accordance with the instructor's class policy. Unless alternative arrangements are made with a teacher, if a scholar is absent she is expected to be prepared to complete quizzes or tests upon return to school. In the case of a planned absence, scholars are expected to make prior arrangements with each teacher (in a manner consistent with course policy) to either complete work ahead of time or upon return.

### **Extracurricular Participation and Absence**

Scholars are expected to fully attend all classes in order to participate (compete, perform, practice, rehearse) in any extracurricular activity during that day. Noteworthy exceptions to this policy are school-sponsored or medical appointment absences.

If scholars miss class due to illness (for example early departure) they may not return the same day to participate in an extracurricular activity or field trip. If scholars are unable to participate in PE due to a medical condition, they may not participate with an athletic team (competition, practice) on the same day.

Scholars who participate in extracurricular activities are expected to attend all classes during the day following a late performance or out-of-town contest. If the team or group returns to campus after midnight, a scholar's parent may use a Parent-Approved absence to excuse the student from the first period class of the next school day. This first-period absence will not prevent the scholar from participating in the activity later in the day.

The administration may permit exceptions to these policies based on valid extenuating circumstances.

### **College Visits**

Juniors and seniors are each permitted up to three (3) days each school year to visit colleges. In order to count as school-sponsored (excused), the College Day Form must be completed and turned into the guidance counselor prior to the visit.

## **OFF-CAMPUS and OPEN STUDY HALL**

### **Free Periods**

In order to develop independent time management, Seniors not scheduled for a class are expected to study in designated areas on campus. This privilege, which may be removed or amended for a scholar, or group of students, is based on compliance with the following guidelines:

1. Scholars should remain in the High School Annex
2. Scholars may use appropriate electronic devices (including earphones) primarily for educational purposes.
3. Scholars may not disrupt the school environment.
4. Scholars are expected to maintain good academic and disciplinary records.

### **Senior Off-Campus Policy**

When not scheduled for a class, a senior may leave campus with permission from parents. This privilege may be amended or revoked based on compliance with the guidelines set forth in the Off-Campus Permission Form. To enjoy this privilege, seniors and their parents must agree to the guidelines and turn in the completed permission form.

### **Off-Campus Lunch Policy**

Only seniors with off-campus permission may leave the campus for lunch without supervision. Scholars in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades may leave campus during lunch only when accompanied by their parent(s); in this situation, the scholar's parent must personally come to the office to check the student out of school and back into school.

## **STUDENT DRIVING AND PARKING**

High school scholars who drive on campus must have a valid driver's license and insurance. Each scholar driver and parent(s) must sign the appropriate registration forms and obtain a valid CCS Student Parking Permit sticker from the office. This sticker must be placed in the back window of the vehicle. The fine for not having a permit is \$20/incident. The fine for parking in a designated reserved space will be \$15/incident fee and could result in temporary or permanent loss of driving privileges.

Scholars and parents do not have any expectation of privacy to vehicles parked on the premises of the school. CCS reserves the right, at any time, to inspect or search parked vehicles, including the trunk, and any purses, backpacks, or other bags located within the vehicle in order to protect the health, safety and welfare of scholars and the school, or if the school has a reasonable suspicion of a violation of expected scholar conduct standards, possession of contraband items, or a violation of the law. This includes the use of drug and weapon sniffing K9 dogs.

Scholars must adhere to a 10 mph speed limit while on campus and may not use vehicles to disturb campus (loud music, horns). Scholars who drive too fast or in an unsafe manner may lose driving and parking privileges. The school administration may also revoke driving privileges for other violations of student conduct standards. Remaining in a parked car or loitering in the parking lot will not be permitted. Scholars will only be permitted to return to their cars after school hours, except seniors who have permission to leave campus.

## HIGH SCHOOL CODE OF CONDUCT

### CONDUCT CATEGORIES AND POINT SYSTEM

Violations fall into three categories: A, B, and C with corresponding points attached to each category level. As points accumulate, consequences increase in severity. At administrative discretion, points will reset back to zero every semester; scholars accumulating more than 15 points in a semester should expect to begin the next semester with 10 points.

**Category A:** Conduct which undermines an orderly and healthy learning environment (1 or more points).

- Excessive tardiness (may be addressed in a manner other than points)
- Classroom disruption
- Not prepared for class
- Cell phone/technology
- \*Appearance policy violation
- Littering
- Being in a restricted area without permission
- Inappropriate display of affection
- Hallway or lunchroom disruption
- Inappropriate language; including taking the Lords name in vain, to include: "Jesus Christ" "Oh my God" "Oh my Lord"
- Parking violation
- General disobedience
- Not wearing lanyard with ID

\*In addition to earning disciplinary points, a student may be required to leave class (or campus) or change clothes if apparel is significantly distracting or inappropriate.

**Category B:** Conduct which significantly undermines a safe learning environment and may indicate a character issue (5 or more points).

- Disruption or disrespect in chapel
- Significant or persistent Category A violation(s)
- Significant disruption
- Insubordination/disrespect shown towards faculty, staff, or other scholars
- Highly inappropriate language
- Driving/traffic violation on school property
- Cell phone/technology violation (includes any improper use of any social network)

**Category C:** Conduct which threatens a safe learning environment and demonstrates a significant lack of character (points and consequences will be assigned on a case-by-case basis).

- Significant or persistent Category B violation(s)
- \*Honor Code violations including lying, stealing, cheating, plagiarism

- Skipping Class/Truancy
- Illegal drugs: participation in distribution, consumption, or possession
- Alcohol/Tobacco/Vape: participation in distribution, consumption, or possession
- Sexual Immorality/Fornication/Promiscuity
- Violations of the Obscenity Policy
- Sexual Harassment (verbal or physical) or violations of the bullying policy
- Pregnancy or Abortion (or responsibility for)
- Violation of Weapons Policy
- Vandalism
- Fighting
- Legal arrest, charge or conviction

\*Honor Code violations will be assigned disciplinary points in addition to Saturday School.

Points	Consequence	Communication
5	After-School Detention	Scholar and Parent Contact
10	Saturday School and possible additional consequences	Scholar and Parent Contact
15	In-School Suspension and possible additional consequences	Parent Meeting w/ Administration
20	Out-of-School Suspension and possible additional consequences	Parent Meeting w/ Administration
25	Candidate for dismissal	Parent Meeting w/ Head of School

### **Student Conduct at School Events and Off-Campus**

School rules apply to scholars on campus during the school day and while participating or attending school-sponsored events such as competitions, field trips, school trips, performances, etc. Although CCS does not routinely monitor scholars' off-campus behavior, the school reserves the right to apply its values and Code of Conduct to scholar behavior that occurs off-campus or not during regular school hours.

### **After-School Detention**

Scholars will be notified in advance of the time and place to report for after-school detention. It will be held from 3:20 - 4:20 p.m. on a designated day each week. During this time students will be required to copy work assigned by a faculty supervisor.

### **Saturday School**

Scholars will be notified in advance of the time and place to report for Saturday School. Saturday School will last for at least two hours beginning at 8:00 am. Scholars will be required to pay a \$50 fine which will be charged to the family portal account. During this time students will be required to complete assigned work by a faculty supervisor.

### **Suspension (In-School or Out-of-School)**

Scholars assigned an In-school Suspension will be required to pay a fine of \$75.00 to compensate for supervision costs – this will be charged to the parent's family portal account. For either type of suspension, scholars should also expect to receive additional consequences including an academic penalty to be determined by the administration.

### **Academic or Behavior Probation**

Probation gives a scholar the opportunity to correct a serious academic or disciplinary problem in order to remain enrolled or re-enroll at Calvary Christian School. When an administrator believes that a scholar requires probation, a conference will be scheduled by the administration to include the scholar and parents. Following the conference, specific terms of probation will be documented and sent to the parent and scholar. The reasons for probation may include:

- Insufficient progress
- Continued, deliberate disobedience

- A continued negative attitude and bad influence upon other scholars
- Committing a serious infraction inside or outside of school which has an adverse effect upon the testimony of the school
- Failure of the parents to support the disciplinary standards of the school
- Excessive accumulation of discipline points

## **STUDENT CELL PHONE**

This policy applies to all cell phone use by scholars during the instructional day and at certain school-sponsored functions. It is intended to promote an environment which supports student learning. All use of scholar's cell phones is guided by the BYOT policy and other guidelines given by administration or faculty.

- During classes, meetings, and passing times scholar cell phones may not be used. Cell phones are to remain turned off (not simply silenced or muted) and stored out of sight in a locker or bookbag.
- There will be set times during the day that scholars will be able to check their phones for updates about extracurricular activities or messages from parents.

### **Cell Phone Policy Enforcement**

- When a scholar inappropriately uses a device or cell phone, the teacher or administrator will collect the device from the scholar and take it to the office.
- In the case of a first offense, the scholar will be assigned one disciplinary point and may pick up the device from the office at the end of the school day.
- In the case of a repeated offense, the scholar will be assigned additional disciplinary points. The scholar or parent may pick up the device at the end of the following school day after paying a \$25.00 fine.
- At any point, the administration may require a parent to pick up the device or may limit a scholar's possession or cell phone use on campus.

## **BADGE ACCESS, DISTRIBUTION, AND GUIDELINES**

Access and control badges are created and distributed by the IT manager for scholar access in the High School and Middle School buildings. In addition, badges will now be used to pay for lunches and will include Elementary and Middle School students. This process will further secure and protect our scholars during their time on campus. Scholars will adhere to the following guidelines:

- All badges are issued to scholars with the initial cost absorbed by CCS. Replacement for a deactivated badge is \$3 for IT to reactivate it. Lost badges will incur a \$10 fee each time and should always be reported immediately to the principal or IT Manager. Any charges for replacement or deactivated badges will be charged to the parent FACTS account.
- Badges are to be worn on a lanyard around the neck at all times during school hours to allow access into the middle and high school areas.
- Scholars should not share or loan their badges to other scholars at any time. Each access corresponds with the scholar the badge is issued to.
- If a scholar does not have a badge, they will need to go on the website and order a new replacement and your FACTS account will be charged \$10. If you need a temporary badge, in the meantime, the scholar can go into the office and get a temporary badge and turn in their phone until they turn the borrowed badge back in at the end of the day.

## **LOCKERS**

Lockers are the property of Calvary and will be provided for scholars. If a scholar provides a personal lock they are required to provide the school office with locker combinations or a key. Lockers should always be kept neat and clean. There should be no writing or stickers of any kind on the inside or outside of the locker. Food should never be kept in the locker overnight. Any item deemed inappropriate by the school administration may be confiscated from a locker at any time. Scholars are not permitted to access or use one another's lockers.

Scholars are not permitted to use their vehicle as a locker. There should be room in lockers for scholars to store their athletic bag/gear. If not, scholars are to obtain permission to store these items in a teacher's room. No items are to be left on the floor or on top of lockers in the hallway.

Scholars are strongly encouraged to store bookbags, backpacks or oversized carrying accessories in their locker during the instructional day. **These items may not be left unattended when scholars attend chapel. The items must be secured in their assigned locker.** Unattended items will be collected and stored in the main office until the end of the instructional day.

Scholars will be provided with extended opportunities to visit their lockers before school (7:45 am - 7:59 am), during break (after 2nd period/chapel), and lunch (1:18 pm - 1:25 pm).

## HIGH SCHOOL HANDBOOK POLICIES

In order to protect the safety of scholars and provide needed clarification, Calvary Christian School retains the right to amend this handbook and its policies at any point during the school year.

# APPENDIX B MIDDLE SCHOOL/ACADEMY POLICIES

## ACADEMICS

Students who fail math and/or English will have to do credit recovery. Calvary administration will inform parents of their options, and parents are responsible for any and all fees incurred for the recovery of credits. If a student fails 3 classes or more, they will not be promoted.

Middle School students who enroll in Algebra 1 may be eligible to earn High School credit.

All 7th/8th grade students will take 1st semester exams. There will be no exemptions for 1st semester.

2nd semester exemption policy:

Students may be granted an exemption to a 2nd semester exam in a core class if they have maintained a 93 average for the 2nd semester. Exemptions will **not** be given for students who have had more than 2 detentions or a suspension during the semester. Exemptions can be revoked if the course work is not completed in its entirety.

### Homework Policy

Homework for Middle school students represents an integral part of the instructional strategy of CCS. Homework can assist students in their quest to acquire basic knowledge and develop critical and analytical thinking skills. It helps them prepare for work done in class and provides practice to achieve mastery of concepts taught in class. In addition, it allows students to apply practices and principles in problem solving. Homework helps to develop the perspective that not all learning is teacher oriented.

All homework assignments are expected to be completed accurately, neatly, and on time. Major projects will be accepted late, but the grade will be dropped one letter grade for each day it is late. Parents need to make sure that their children are prepared to come to school with necessary materials, proper rest, completed homework, and prepared to take tests and quizzes. NOTE: No homework will be assigned on Wednesday to encourage participation in mid-week church activities. However, previously announced tests and quizzes may be scheduled on Thursdays. Parents should encourage participation for such assignments earlier in the week

Individual teachers will develop their policy for late work, which will be communicated in their syllabus.

## **ABSENCES**

A student will be counted absent if 20 minutes or more of a class are missed. These count toward total absences and may or may not be counted as excused.

**If a student accumulates more than 10 absences per semester (excused or unexcused) in any class/subject, he/she may receive an FA in that class/subject. Students with excessive absences or tardies will be placed on probation and their enrollment will be reviewed by the Admissions Committee.**

### **Academic Expectations for Absences**

Students are responsible to get assignments and make up all work missed in a timely fashion and in accordance with the instructor's class policy. Unless alternative arrangements are made with a teacher, if a student is absent one day they are expected to be prepared to complete quizzes or tests upon return. A student who misses two or more consecutive days is responsible to follow each teacher's policy and/or make acceptable arrangements with each teacher to complete required work. In the case of a planned absence, students are expected to make prior arrangements with each teacher (in a manner consistent with course policy) to either complete work ahead of time or upon return.

### **Academic Penalty for Unexcused Absences**

Normally for an unexcused absence the student may make up missed class work (including homework, quizzes, tests, in-class essays, etc.); however, in the case of truancy or suspension, the school may deduct one point from the quarter grade and additionally not accept make-up work.

## **TARDY POLICY**

Timely arrival is essential to maintaining a focused and effective learning environment. When a student is late, it not only disrupts their own learning but also interrupts the class as a whole. We ask that parents partner with us in helping students arrive on time each day.

- **Tardy Allowance:** Students are allowed up to four (4) tardies without disciplinary consequences.
- **Notification:** On the **4th tardy**, parents will receive an email notification, serving as a warning that the 5th tardy will result in a detention.
- **Detention Policy:** A **detention will be assigned on the 5th tardy** and for each additional unexcused tardy thereafter.
- **Arrival and Check-In:**
  - Students must be **inside the classroom when the class period begins** to be considered on time.
  - Any student arriving **after 8:00 AM** must be **signed in by a parent or guardian at the office (High School for Middle School and Elementary office for Academy)** before proceeding to class.

- **Make-Up Work:** Work missed due to an **excused tardy** must be made up **by the end of the school day** unless otherwise directed by the teacher.
- **Ongoing Tardiness:** Repeated tardies and resulting detentions may lead to **increased disciplinary action**. Students with **excessive tardies** may be placed on **probation**, and their **enrollment status may be reviewed** by the Admissions Committee.

## BELL SCHEDULE

Daily	Chapel Schedule	Early Release
7:55 a.m. Warning Bell	7:55 a.m. Warning Bell	7:55 Reminder Bell
8:00-9:00 a.m. 1 <sup>st</sup> Period	8:00-8:45 a.m. 1 <sup>st</sup> Period	8:00-8:35 1 <sup>st</sup> Period
9:05-9:55 a.m. 2 <sup>nd</sup> Period	8:50-9:30 a.m. Chapel	8:40-9:10 2 <sup>nd</sup> Period
9:55-10:07 a.m. Break	9:35-10:20 a.m. 2 <sup>nd</sup> Period	9:15-9:45 3 <sup>rd</sup> Period
10:10-11:00 a.m. 3 <sup>rd</sup> Period	10:20-10:33 a.m. Break	9:45-9:58 Break
11:05-11:55 a.m. 4 <sup>th</sup> Period	10:35-11:15 a.m. 3 <sup>rd</sup> Period	10:00-10:30 4 <sup>th</sup> Period
12:00-12:30 p.m. Lunch	11:20-12:00 p.m. 4 <sup>th</sup> Period	10:35-11:05 5 <sup>th</sup> Period
12:35-1:25 p.m. 5 <sup>th</sup> Period	12:05-12:35 p.m. Lunch	11:10-11:40 6 <sup>th</sup> Period
1:30-2:20 p.m. 6 <sup>th</sup> Period	12:40-1:25 p.m. 5 <sup>th</sup> Period	11:45-12:15 7 <sup>th</sup> Period
2:25-3:15 p.m. 7 <sup>th</sup> Period	1:30-2:20 p.m. 6 <sup>th</sup> Period	
	2:25-3:15 p.m. 7 <sup>th</sup> Period	

-All 7th and 8th grade students must report to extended care if they have not been picked up at the middle school by 3:35 PM. If a child is not in extended care, they must be under the direct supervision of a teacher, coach, or adult and the middle school office should be notified of this arrangement.

## STUDENT CELL PHONE AND ELECTRONIC DEVICE POLICY

The Calvary Christian School policy regulating cell phone use by students during the instructional day and certain school sponsored functions is intended to make sure that teaching and learning will not be hindered by students' use of cell phones. The classroom teacher does have the freedom to authorize students to use their phone for class activities only, as outlined in the *Bring Your Own Technology* program. The policy is as follows:

- Students are allowed to use their cell phones only before the first bell of the day and after the final bell of the day.
- Students are prohibited from using cell phones for any purpose (including making of calls, text messaging, playing games, and other functions) during the course of the school day.
- All cell phones must be turned off and stored out of sight immediately after the first morning bell. Students should store their cell phones in their locker or backpack. Cell phones are not to be in your pocket
- Cell phones cannot be set on silent or vibrate modes; they must be turned completely off during the school day.
- Students are not to use their cell phones during break or lunch.
- The use of camera phones to take pictures in private areas including but not limited to locker rooms, washrooms, bathrooms, dressing areas, classrooms, and offices is strictly prohibited at all times.  
**Please note:** camera phone violations may be treated as Level C offenses and may also be in violation of criminal codes of the State of Georgia.
- Any student who needs to make a call during the course of the school day must use a school telephone after obtaining permission from office personnel. Parents are encouraged to call the school for any emergency situation instead of their child's cell phone.
- The school will not be responsible for lost/stolen cell phones.

- Earphones are not allowed at any time before and during classes
- Students shall not record any Tik-Toks while on campus or with any Calvary logos or Calvary apparel on.

## **Consequences**

For the purpose of this policy, the following will also be considered as using the cell phone: any student whose phone rings, vibrates, buzzes (or makes any other sound) during the course of the school day, will be considered in violation of the cell phone use policy. When a violation occurs, the phone will be taken up and turned in to the main office.

**First Violation** – The principal or designee will issue a warning to the student and the cell phone will be returned to the student at the end of the school day.

**Second Violation** – Cell phone will be confiscated, stored in the main office, and will be picked up by the student. A checkmark will be issued to the student. Subsequent violations will result in other disciplinary actions.

**Third Violation** - Cell phone will be confiscated, stored in the main office, and will be picked up by the parent. A checkmark will be issued to the student. Subsequent violations will result in detention.

## **BADGE ACCESS, DISTRIBUTION, AND GUIDELINES**

Access and control badges are created and distributed by the IT manager for student access in grades 5-12 to access buildings on campus. This new process will further secure and protect our students during their time on campus. Students will adhere to the following guidelines:

- All badges are issued to students with the initial cost absorbed by CCS. Replacement badges will incur a \$10 fee each time and should always be reported immediately to the principal or IT Manager. Any charges for replacement or deactivated badges will be charged to the parent FACTS account.
- Badges are to be around the students neck at all times during school hours.
- Students should not share or loan their badges to other students at any time.
- Students are responsible for obtaining a lanyard to display their badge.
- No badge/or not properly displaying your badge will result in a checkmark.

## **SCHOOL DISCIPLINE**

### **Checkmark System**

At Calvary, we have very high behavior expectations. When students do not meet those expectations, teachers will give a verbal or written warning (teacher discretion). If behaviors continue after a warning is given, then the teacher will assign a checkmark. Checkmarks are assigned by individual teachers, yet they are recorded cumulatively among all teachers of the student. If a student receives three checkmarks from any teacher(s) within a month, they are assigned a detention. Checkmarks are erased on the last day of the month, but they are held in documentation for one year.

First offense – Verbal or written warning

First checkmark – Parent notification

Second checkmark – Parent notification

Third checkmark – Parent notification of after-school detention or silent lunch.

\*Checkmarks given after the third mark will be accumulated for a second detention or in-school suspension at the principal's discretion.

\*Checkmarks are erased on the last day of the month **(At the principal's discretion)**

*\*Major offenses will be handled according to the policy below.*

## **Discipline Actions for Middle School**

### **Detention**

Students will be notified in advance. It will be held from 3:30p.m. – 4:30p.m. on a designated afternoon in the designated room. During this teacher-supervised time, students will be required to copy work assigned by the detention teacher. If over five minutes late, the student will not be admitted, and detention is listed as a "No Show." The **"No show" to detention results in the student being issued an additional 2<sup>nd</sup> detention to serve. Further "No Shows" will result in In School Suspension.**

## **Suspension**

### **In-School Suspension**

All work will be assigned and completed independently by the student while separated from the normal class routine.

### **Out of School Suspension**

All daily work must be completed for each class period missed. Supportive parental discipline will be expected.

Each day of suspension carries an academic penalty (if assigned by director).

- Academic penalty – 1 point per day off semester average
- Daily work for that day must still be completed or made up (so the student will not fall behind).
- Tests/major projects due on the day of suspension – must be made up and/or given to the teacher when they return to class.

## **Probation**

Probation gives a student the opportunity to correct a serious academic or disciplinary problem and remain enrolled at Calvary Christian School.

### **Reasons for Probation**

- Insufficient academic progress
- Continued, deliberate disobedience
- A continued negative attitude and bad influence upon other students
- Committing a serious infraction inside or outside of school which has an adverse effect upon the testimony of the school.
- Failure of the parents to support the disciplinary standards of the school
- Excessive absences or tardies

### **Steps to Invoking Probation**

- When the principal believes that a student requires probation, a conference will be scheduled by the principal to include the student, the parents. The concerns of the school will be discussed. Following the conference, the specific reasons and terms of probation will be put in writing and signed at that time.
- The administration will later review improvement by the student. If the terms have been met, probation will be lifted. If not, the student may be asked to withdraw.

## Discipline Guidelines

Violations fall into three categories: A, B, and C. Each category is not all-inclusive. Consequences may vary due to circumstances. These guidelines apply to students on campus, on a school bus or van, and at all school related functions. However, when serious offenses outside of school limits occur and become public, and impact the reputation of the school, disciplinary measures by the school may also be warranted.

### “A” VIOLATIONS

- Food, candy, or drinks in any carpeted classrooms
- Running in the building/hallway
- Horseplay/disruptive behavior/passing notes
- Littering
- failure to report to extended care
- Disruptive behavior or language; including taking the Lord’s name in vain, to include “Oh God”, Oh my Lord” “Jesus Christ”
- Casual display of affection
- Being in a restricted area without permission
- Failure to sign in or out at the office upon late arrival or early departure
- General disobedience
- Appearance Policy violations
- Not wearing lanyard
- In the hallway during class without a hall pass worn around the neck
- Not following cafeteria procedures/cutting in the lunch line
- Disrespect toward classmates

### TYPICAL PENALTY

Warning, checkmark, and/or **detention**

### Excessive Administrative Detentions

Students who have accumulated more than three detentions will be assigned to ISS.

**Excessive administrative detentions can also lead to multiple days of suspension, disciplinary probation, or withdrawal/expulsion.**

### “B” VIOLATIONS

- Cutting class (absent without specific permission)
- Copying/cheating on homework (**zero issued plus punishment below**)
- Plagiarism (copying another’s writings and presenting them as your own) – **zero issued; disciplinary action determined at the discretion of the Administration**
- Profanity (general, not directed at anyone)
- Disrespect/rudeness to any faculty, staff, or adult (**Automatic Detention**)
- Lying to a teacher (intentional deception)
- “Borrowing” without specific permission
- Taunting, badgering, or provoking another student (including athletic events)
- Excessive or egregious “A” Violation(s)
- Cell phones - These and other communication and listening devices must be turned off. **These devices may not be visible in any way once the school day begins.** We ask that students leaving school before 3:15 p.m. refrain from use until after they exit the buildings. Students in violation of the cell phone policy will have the phone taken, to be returned to a parent only.

### TYPICAL PENALTY

Detention/Saturday School/ISS

A discipline committee may be formed if a student has excessive B violations within the school year.

## **“C” VIOLATIONS**

- Cheating on a test (including plagiarism)
- Cheating on final exam
- Truancy
- Illegal drug use, sale, consumption, or possession
- Alcohol/Tobacco use, sale, consumption, or possession
- Present in a situation above but not participating in drug, alcohol, or tobacco use - NOTE: Tobacco use includes chewing tobacco, snuff, etc.
- Sexual Immorality/Fornication/Promiscuity/Obscenity –
- Sexual Harassment (verbal or physical) –
- Pregnancy or responsibility for –
- Abortion or responsibility for –
- Possession of Deadly Weapons (firearms, knives, explosives)
- Continued disrespect or profanity directed to any faculty, staff, or adult
- Skipping School
- Vandalism: materials to repair damage and labor costs will be reimbursed plus 1-5 days suspension or expulsion, depending on the damage
- Fighting
- Profanity (directed at someone)
- Premeditated stealing/theft
- Threats or malicious actions either physical or verbal made to or against others or self that would be considered harmful in any way
- Improper postings on any social network, tweets, text, etc. *We have no desire to monitor student behavior outside the classroom or online; however, we have, on occasion, had to deal with discipline issues related to what a student has written or posted to these social networks.*
- Inappropriate text messages or “**Sexting**” (see explanation below)
- Any other act of misconduct which, in the opinion of the Administration, is found to be inexcusable, and/or brings dishonor to the one’s personal testimony or Calvary Christian School will receive discipline.

## **TYPICAL PENALTY**

When a C Violation has been committed, a discipline committee will be formed to decide the disciplinary action.

### **Saturday School**

Students will be notified in advance of the time and place to report for Saturday School. Saturday School will last for at least two hours beginning at 8:00 am. Students will be required to pay a \$50 fine which will be charged to the parent’s FACTS account. During this time students will be required to complete assigned work by a faculty supervisor.

### **Discipline Committee Procedures:**

A discipline committee should be convened when:

- A C-level violation has been committed when an expulsion/withdrawal is a possible penalty.
- A student has violated the terms of their probation.
- Multiple B or C-level violations have occurred within a school year
- A student shows no remorse/repentance and has an overall scoffing attitude to school authority and school rules.

- When a discipline issue needs to be brought before a discipline committee, the student should be suspended from school until a decision has been made.
- The principal should inform the Head of School of the details of the disciplinary issue.
- All efforts should be made to convene a committee as soon as possible.
- The committee should consist of at least one administrator, one faculty member familiar with the student, and another additional faculty member/administrator.
- The principal is responsible for bringing all the information/evidence before the committee and should not be one of the three individuals on the committee. The principal should present a description of the current situation and a complete picture of the student as a whole. They will stay with the committee to answer any questions or provide additional documentation or explanations.
- Once a recommendation has been made, the principal will communicate the decision with the Head of School for approval.
- The principal will communicate the decision to the parent/guardian.

## MIDDLE SCHOOL/ACADEMY HANDBOOK POLICIES

In order to protect the safety of students and provide needed clarification, Calvary Christian School retains the right to amend this handbook and its policies at any point during the school year.

# APPENDIX C ELEMENTARY SCHOOL POLICIES

## Elementary School Hours

Grades K5-2 <sup>nd</sup>	8:00 a.m. – 2:30 p.m.
Grades 3 <sup>rd</sup> -4 <sup>th</sup>	8:00 a.m. – 2:45 p.m.

## Early Dismissal

Classes will dismiss at the following times:

Grades K5-2 <sup>nd</sup>	11:30 a.m.
Grades 3 <sup>rd</sup> -4 <sup>th</sup>	11:45 a.m.

## Attendance Requirements

- Students in K5 through fourth grade will be counted present if they are at school a minimum of three and one-half hours for the day on full class days, and for two hours for early dismissal days.
- Any student absent or has left school early from sickness is not allowed to attend any extracurricular activities that day.
- Whenever a student returns to school following an absence, a written note or email from a parent should accompany your child and be turned in to the office. This note/email should be dated and should clearly indicate the days that the student was absent and the reason for the absence. Any absence for which the parent takes parental responsibility will be considered an excused absence.
- Schoolwork that is missed during an excused absence may be made up within the same number of days that the child was absent. If a signed parent note is not received, the absence is considered unexcused (AU).
- If your child is sick, let them give all their energy to healing. They will have plenty of time to make up any important work upon returning. Students will have appropriate time to make up any classwork or test.
- Anytime a student is absent for sickness, a parent **may** obtain homework/classwork assignments for the child by notifying the school office or teacher by 10:00 a.m., this will allow the teacher to have sufficient time to prepare the information. It will be in the Lower School Office for pick up. Remember,

this is not required. Focus on getting better.

- Students who are absent more than 20 days, excused or unexcused, may be retained if, in the view of the administration, this would be for the child's best academic welfare.
- All Lower School students are expected to be in their classrooms by 8:00.

### **Early Check-Out Policy**

- When a student is checked out early it is disruptive to the entire class
- Any students checked out before 11:45 a.m. will be considered absent for the day.
- Students are never to leave campus during the school day without being signed out in the school office by a parent or someone the parent has designated in writing as having permission to pick up their child.

### **SAFETY CONCERNS**

- Due to the hectic nature of the pick-up line, NO student will be allowed to be checked out after 2:15. We want to ensure the safety of all students.
- You are asked to pick your child up in the pick up line. This is to ensure that the teachers are able to monitor the pick up line effectively.

### **Late Pickup and After School Supervision**

- Teachers remain with students and supervise pickup for 15 minutes after classes dismiss for the day. If a student is not picked up within that time period, he/she will be taken to Extended Care, and the parents will be charged accordingly. Parents who pick up students and then remain on campus are responsible for the supervision of their children.

### **Grading Scales**

- Students will have their assignments and test weighted using the following criteria:
- 70% of their 9 week average will be based on class assessments—TESTS
- 30% of their 9 week average will be based on any other assignment
- The scale is as follows:
  - A—90-100
  - B—80-89
  - C—73-79
  - D—70-72
  - F—69 and below

### **Newsletters**

- The weekly newsletter is designed for easy reference during the week. It will contain information about test dates, field trips, reminders, and other important information. Homework will not be noted on the newsletter. The newsletter is written the week before, and most homework assignments are given daily or as a needed basis.

### **Homework**

- Students can expect to have homework periodically. Written homework will not be assigned on Wednesdays to encourage students to attend mid-week church activities. All homework to be completed accurately and neatly, and to be turned in to the teacher on time. Late homework will be graded according to the following: If homework is one day late a student can only receive 50% for that assignment, and if it is two days late that student will receive a zero. Of course, if emergencies happen, a written note must be submitted.

### **Assessments**

- Our curriculum moves at a very rapid pace. Therefore the students are assessed often. We strive to give advance notice to the students and parents about test days via the newsletter. Due to the "Unexpected", that may change. The test date assigned will **NEVER** be moved up, but may be extended to ensure students perform at their best. All tests will be announced on the weekly newsletter. However, the dates may vary.

### Quizzes

- Quizzes may be announced or unannounced and are for the sole purpose of determining if the students understand the material. It is a check-point for the teacher to determine if the majority of the class understands the material or if teaching the material again needs to take place. Quizzes are NOT scored as tests, therefore the numeric weight value is reduced from the 70%.

### Telephone Use

- Students are not allowed to use their cell phone or Apple Watch during the Academic Day. They must be turned off during instruction time.
- If a message needs to be delivered to a child during the day (go to pick up line, go to Extended Care, etc) please let the **classroom teacher** know via email. We will not be able to interrupt the classroom with messages. This causes a disruption in academics.

### Appearance Policy

- Please refer to page 14 of the Handbook for detailed information.
- 1st offense—email to parent, 2nd offense—call home to bring change

### Online Family Portal

- All parents will have access to an online family portal. Parents can use this to see their child's grades and assignments for the week. The school uses this program for all parent and family information. Any information that you want the school to use, emergency contacts, pick-up list, email addresses, etc. need to be kept up to date. It is very important for the child's welfare that the school be notified immediately when there are any changes in the address, home or work phone number, or other home status for the child. **It is crucial that the office has up-to-date information should an emergency arise.** It is the responsibility of the parents to keep this information updated.
- Any other Family Information (pickup list, medical, etc.) that may need to be changed or updated can be done through the family portal link on the Calvary website.

## APPENDIX D PRESCHOOL POLICIES

### PURPOSE

The primary purpose of the Early Education program of Calvary Christian School is to offer children educational opportunities that will ultimately encourage them to have a saving knowledge of Jesus Christ.

The Early Education program is based on the Word of God as the source of all truth. We strive to provide an environment for the whole child – including spiritual, mental, physical, and social development. The goal is that each child might become “conformed to the image of His Son.” (Romans 8:29)

We count it as an honor to work with you and your child. It is our desire to facilitate parental efforts in bringing up children in the nurture and admonition of the Lord.

Our program includes reading readiness, number recognition, social awareness, fine and gross motor skills development, music and art activities, Bible instruction and Scripture memorization.

We believe that God has created each child with a unique personality and a specific purpose. We work to provide an environment that is exciting and challenging, yet without pressure in order for each child to reach his/her potential.

**At Calvary Christian School the Preschool department consists of K3 and K4. K3 is for students turning three years old before September 1st and K4 is for students turning four before September 1st.**

### **Arrival and Dismissal**

Regular drop off begins at 7:30 for preschool students. Drop off between 7:00-7:30 will fall under extended care (for details see Appendix E)

Regular School Day - 8:00 a.m. - 12:00 p.m.

Early Dismissal - 8:00 a.m. - 11:45 a.m.

#### **Morning Arrival:**

- Cars pull through to the portico.
- Students will be helped from the car by faculty members.
- All students should be ready to get out of the vehicle from the passenger side upon stopping.
- Children will head to classrooms and be observed by faculty.
- Drop off will end at 8:00 a.m.
- After the 2nd week of school all parents should use the drop off line instead of walking children in.

If you are running late, there will be Preschool faculty members to escort your child into the building. If there is no adult in the drop off area, please park and walk in to sign your child in.

#### **Noon Dismissal:**

- Students remaining fifteen minutes after dismissal will go to extended care. If a parent can't be reached a lunch will be purchased for the student and charges applied.

Drivers of all vehicles each morning and each afternoon should abide by the following guidelines:

- Drive slowly.
- Discontinue use of cell phones.
- Be patient and courteous to other drivers, as well as teachers assisting with drop off.

### **Attendance and Tardiness Policy**

Attending school regularly is essential to students gaining the academic, social and emotional skills they need to thrive. Chronic absence, no matter its cause, has real life consequences for students, families and society as a whole. Students that have not arrived by 10:00 am will be marked absent for the day and cannot use the extended care program. A student arriving after 9:00 am should contact the office to be included in the extended care count for the day.

### **Birthdays**

We are happy to have your child observe his/her birthday at school by sharing a special snack such as cookies or brownies. Please check with your child's teacher for suggestions and the best time.

## **Holiday Celebrations and Parties**

Seasonal parties are meant to provide the children with enjoyment and enrichment experiences. Our Early Education department encourages approved parties on a number of occasions during the school year. The teacher or room mother will invite parents to assist in providing food for approved parties: Thanksgiving Feast, Christmas, Valentine's Day, Resurrection Celebration and end of the year. Occasionally, we have parties related to a unit of study. Remember, learning should be fun!!

## **Clothes**

Each child should have an extra set of clothes in his/her backpack to include: shirt, shorts or pants, underwear and socks. Make sure the change of clothes are appropriate for the season and growth of the child.

Please dress your child in comfortable, washable clothes that the child can manage on their own while using the bathroom. Girls should wear shorts under knee-length dresses to ensure they are modestly covered during play and floor time. Costumes should be reserved for special dress-up days to be communicated by the teachers. Write their name in coats, sweaters, and any other clothes that your child may wear throughout the day. Flip-flops or other backless shoes are not permitted. Clothing, decorations, backpacks or lunch boxes with characters relating to anti-Christian values, bullying behavior, sorcery or witchcraft and characters related to promoting violence will not be allowed.

## **Discipline**

In the preschool, students are learning many things about what they are expected to do as a student, friend and member of our community. We use green choices and red choices to teach students those expectations while at school. All children will be treated with love and firmness. There will be ample time for the teacher and parents to address the inappropriate behavior before more drastic measures will be implemented. The classroom teacher handles misbehavior in the classroom until the student becomes a harm to others or his/herself or disruptive enough that the teacher is unable to teach. Once the student comes to the office the director will determine the next steps.

**Biting** - If a biting incident occurs, it is required that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

- For the child that was bitten:
  - First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandaid.
  - Parents are notified.
  - The "Accident Report" form is filled out documenting the incident.
- For the child that bit:
  - The teacher firmly tells the child "No, we do not bite!"
  - The child will be removed from the classroom and placed in time out appropriate to the child's age.
  - The parents are notified.
  - A red note will be sent home to the parents documenting the incident.
- When the biting continues or becomes excessive:
  - The child will be observed by office staff to determine what is causing the child to bite.
  - Good behavior will be reinforced
  - If a child inflicts two bites in a week on another child or staff member, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

- If the child inflicts another bite after the meeting the child will be suspended for one day.
- If the child inflicts another bite after that, the child will be suspended for five days or dismissed from the program.

\*\*Additionally, if a child bites twice in a school day, the child will be required to be picked up from school for the remainder of the day. These bites also count in the above policy.

If a red note is sent home, the parent will need to sign and return it to the classroom teacher. If two red notes are sent home in one week, a parent-teacher conference will be required to address the ongoing behavior concerns.

### **Items from Home**

Students are not allowed to bring items from home unless specifically requested by the teacher. This helps to prevent lost or broken “treasures.” CCS cannot be responsible for damaged or misplaced items. Students staying for Extended Care can keep a stuffed animal in their lockers for nap time.

### **Online Family Portal**

All parents will have access to an online family portal. The school uses this program for all parent and family information. Any information that you want the school to use, emergency contacts, pick-up list, email addresses, etc. need to be kept up to date. It is very important for the child's welfare that the school be notified immediately when there are any changes in the address, home or work phone number, or other home status for the child. **It is crucial that the office has up-to-date information should an emergency arise.** It is the responsibility of the parents to keep this information updated.

Any other Family Information (pickup list, medical, etc.) that may need to be changed or updated can be done through the family portal link on the Calvary website.

### **Potty Training**

Students should be completely potty-trained (pull-ups are not allowed), be able to use the restroom without assistance, and self clean-up after using the restroom. If a student has an accident that can be changed with little assistance to talk him/her through changing, they will use the change of clothes in their backpack. In the event of a messy accident, parents will be called to clean their child.

If a student has repeated accidents within a week, they may be asked to stay at home until they are fully potty trained. Once the student comes back he/she will be expected to be fully potty trained and may be dismissed from school with additional accidents.

### **Snack and Water Bottles**

Students will be provided a snack each morning. We have a variety of snacks that are rotated and served. If your child is enrolled for Extended Care, he/she will receive a similar snack after naptime. The school nurse, as well as the teacher, should be notified of all food allergies. Your child should bring a water bottle each day with only water. No juices, teas, or milk.

### **Lunch**

- If your child is staying in extended care, hot lunch is offered and billed through the FACTS account.
- Students may bring lunch from home.

- If your child is staying for extended care but does not have a lunchbox, they will be given a hot lunch and charged on their FACTS account.
- Lunch changes made after 10:00 am will still be charged.

**Visitors on Campus**

**ALL VISITORS**, including parents, must sign in at the Lower School office to receive a visitor’s pass. A visitor’s pass must be worn while on campus.

**Parents are not allowed to walk their children to class after 8:00 a.m.**

## **Appendix F Extended Care Policies**

Vicki Bailey - Extended Care Coordinator

Calvary offers Early Morning and After School Care for children enrolled in our school from Preschool through the 8th grade.

**Hours**

- Early Morning Care: 7:00 a.m. – 7:30 a.m.
- Preschool After-school Care: 12:00 p.m. – 6:00 p.m.
- K5 – 2nd Grade After-school Care: 2:45 p.m. – 6:00 p.m.
- 3rd – 6th Grade After-school Care: 3:00 p.m. – 6:00 p.m.
- Middle School After-school Care: 3:15 p.m. – 6:00 p.m.

**Payment**

Charges for after school care are billed to the Family Portal account.

**Pick-up Procedure**

Parking for parents to pick-up during Extended Care hours is at the back of the school by the covered drive marked in the football parking lot. Each day you will need to come into the Extended Care office to check your student out. Once you or someone on the approved pick-up list signs your student out, for grades 1st - 8th your child will be called to the office and grades K3-K5 will be called and the person picking up will go to the room to get the child. Please know that until we learn who you or anyone from your pick-up list is, we will ask to see ID. This is to ensure the safety of your student.

**Naptime**

Preschool students will have time for napping/resting each day. Naptime is between 12:45pm to 2:15 pm. daily. Every preschooler is required to lie down and be quiet during this time, even if they do not go to sleep. Children may be allowed to quietly read a book, etc., after a time has passed, if it does not cause a disturbance to the rest of the students. Every child will need a cover for the mat and themselves. If you choose to provide a fitted crib sheet and blanket, please place them in a drawstring bag. Pillows are not allowed, and only one small stuffed animal per child is allowed for nap time. We ask that you put your child's name on whatever you send for your child to sleep on.

### **Devices**

Students will not be allowed to be on their phones or other mobile devices during extended care. For grades 5th-8th chromebooks can be used to complete homework. Since extended care is an extension of the school day the students will have 45 minutes after having a snack to work on their homework or study for upcoming tests. During this time students are expected to work independently and quietly on assignments or review material.

### **Behavior**

The rules for behavior are the same as the departments above and will be reported to the Principal/Director if needed. Students that continue to misbehave can be suspended or dismissed from Extended Care.